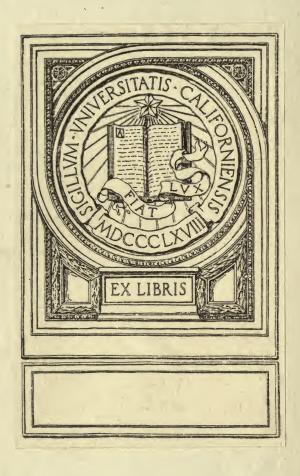
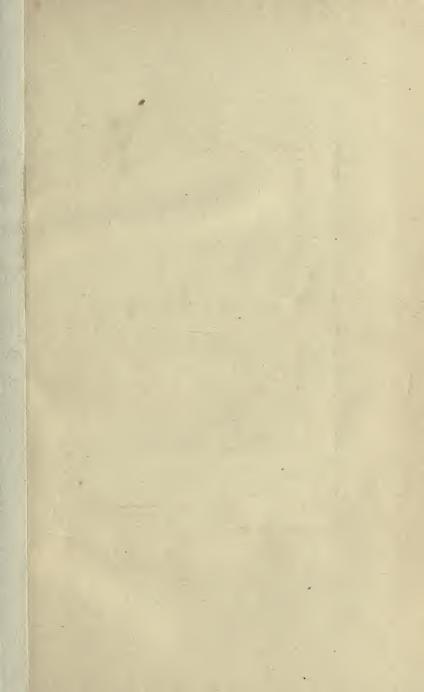
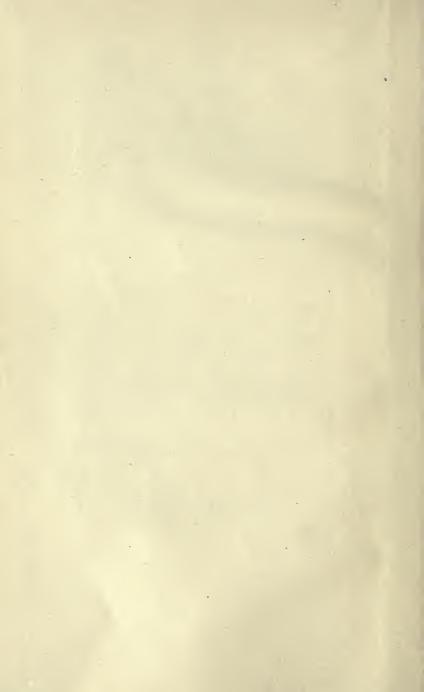


## HANDBOOK OF ADVERTISING

C. JONES







# HANDBOOK OF ADVERTISING

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## HANDBOOK OF ADVERTISING

A Manual for those who wish to become acquainted with the Principles and Practice of Advertising

BY

CHRISTOPHER JONES



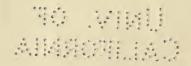
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### **PREFACE**

This work has been designed to aid those who wish to become acquainted with the principles and practice of advertising, and its place in commerce. It contains a review of the present position of advertising, a plain statement of facts proved by actual experience, backed up by data, which will prove of considerable interest to those directly interested in the manufacture and sale of goods. The book will be of the greatest value to manufacturers and others contemplating an advertising campaign for the purpose of increasing their opportunities of output, as it contains the advice of an expert, both from the financial and practical standpoints, while students of business problems will find in it much that is sound and logical—the outcome of wide experience and careful observation.

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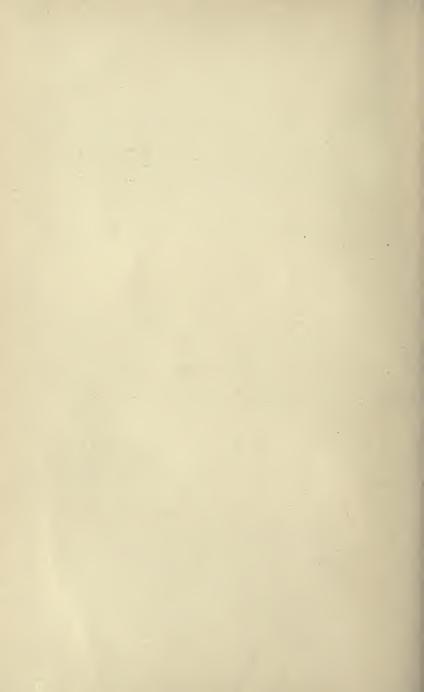
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### Handbook of Advertising

### CHAPTER I

### THE TREND OF COMMERCE

ALTHOUGH British manufacturers and traders are renowned for their enterprise, and granting that advertising as a business-bringing factor is now recognised by most concerns engaged in the manufacture and sale of goods, there nevertheless remains a large number of manufacturers and traders in this country to whom advertising has not yet been made to appeal. Some of these manufacturers, face to face with diminishing turnovers, and harassed by competition daily increasing in its intensity, are yet content to stand still, or endeavour to discover a way out of their difficulties in directions other than through the medium of advertising. Some endeavour to lower the cost of production of the finished article, or seek to obtain their raw material supplies in more advantageous markets, and by a series of economies in other directions, make up the deficiency in profits.

Whilst all these methods may, and doubtless do, achieve some results, they are, at the best, only palliatives. If a manufacturer looks too deeply into his cost of production, and endeavours, by means of the economies mentioned, to effect a saving, there is always the risk of efficiency being lowered, and what is worse, the standard of quality in the manufactured article

being lowered also.

If we take it as being a fact, therefore, that the manufacturer who does not advertise his goods is faced with serious difficulties at the present time, a brief survey of the recent history of trade will furnish the reason for this state of affairs.

Up to within a few years ago manufacturers in this country sold what the retailer thought he could sell to the buying public at a profit, and the buying public, not so much through a lack of knowledge of their requirements, but rather in ignorance as to where their requirements could be obtained, were compelled to take what the retailer had to offer them and to pay the price demanded, or do without. These were undoubtedly the days of profit to the retailer, and of dissatisfaction to the general buying public.

But advertising, coupled with increased educational facilities, have made known to the people that there is no reason why they should take just what the retailer offers them. They have discovered that, if a local shopkeeper stocks a certain brand of goods, it is a hundred chances to one that other articles, similar in quality and possibly lower in price, exist and are available, if not at his shop then elsewhere. The retailer also knows this, hence it is to the advantage of both parties, if a sale is to be effected, that the buyer is informed of the comparative values between articles of similar characteristics or manufactured for similar purposes. retailer does not stand in the same position as he did a few years ago. The buying public know quite as well as he does that the articles offered for sale over the counter are not of the retailer's own manufacture but have been purchased by him, and that if the articles are on sale in his establishment they will also be on sale in the establishments of his competitors.

The outcome of this has been the creation of a tendency

on the part of the buying public to trace the *origin* of the goods proffered to them by the retailer, just as the manufacturer insists upon knowing the source of his raw material supply, although the same motive for doing so cannot be said to be entirely applicable to the

buying public.

Although this revolution in the attitude of the buying public has not been the outcome of any sudden impulse, it may be safely attributed to the fact that advertising has brought before the people the names and characteristics of certain products, and the buying public have come to demand these articles from the retailer as a direct consequence.

If this be true, then the buying public, and the public only, must be the objective of all selling schemes at the present time, seeing that the public are alike the most important factors in the success or failure of a business. The public are the purchasers,—wholesalers, retailers and

value of which to the manufacturer may be safely said to be a diminishing quantity.

The problem to be dealt with by manufacturers is,

travellers are but a means to an end, mediums the

therefore, how can they reach the buying public?

The problem, the writer submits, can only be tackled in one way and that way is through the adoption of advertising. If we assume, as already stated, that the buying public must be the objective if the manufacturer is to succeed, the buying public must consequently be reckoned with first if the manufacturer is to dispose of his goods, seeing that the public are at once the judges and ultimate buyers of his products, and if a demand for them on the part of the buying public can be created and fostered, wholesalers and retailers will be forced to stock them.

Another reason why the manufacturer should make

the buying public his objective is, that he knows quite well that retailers, as a class, are quite indifferent as to who is the manufacturer of the goods sold to them by the wholesaler. Frequently the retailer never comes into actual contact with the manufacturer of the goods he stocks, being content to do his business through the wholesaler. Logically, therefore, the wholesaler in this case owns the manufacturer's goodwill, and should disruption arise between manufacturer and wholesaler the latter would not hesitate to transfer his orders elsewhere, even though he may have built up and maintained his own connection with the retailers to a certain degree on the merits and price value of the goods supplied to him by the manufacturer.

In the case of the retailer, and his allegiance to any one manufacturer, this is invariably a negligible quantity. Tempted by price-cutting, amongst other things, there is not a retailer in the country but would transfer his business to a competitive firm, for the simple reason that he is out for profits, and sentiment does not form any part of his reasoning.

Further, and perhaps the most vital of all considerations is that, sooner or later, either the wholesaler or the retailer may discover that he can make the goods for himself cheaper than he can buy from the manufacturer. The eventuality therefore arises that he will enter the field as competitor, and, with his knowledge of the goods, added to the connection already established amongst the buying public, proceed to manufacture and sell for himself, thus reducing the manufacturer's turnover and consequently his profits.

The questions, therefore, that a non-advertising manufacturer should ask himself at the present time are,—how can I reach the buying public direct, gain their confidence and thus secure adequate recognition of the

articles manufactured by me? As it is important, in order to gain the confidence of the people, that I first make known the existence of my goods, how can I best accomplish this? And, as at present the wholesaler and retailer are the owners of my goodwill, how can I create a demand with the buying public so as to eliminate conditions at present existing, and safeguard to myself the possession of the goodwill of my business?

The answer to these questions is that advertising, in its broadest meaning, is the only effective way yet

known.

### CHAPTER II

### THE ADVERTISING CAMPAIGN

In the actual planning of a selling scheme, many difficulties and side issues present themselves. The most important is that no two commodities are exactly alike, and therefore no two advertising campaigns can be conducted on identical, or anything approaching identical lines, neither can any hard and fast rules be laid down in the planning of any system of advertising a commodity, as it will frequently be found necessary to modify or amplify certain details in the scheme to meet contingencies as they arise. Any outlined method of placing goods on the market must, therefore, of necessity be somewhat elastic in its application. For the purposes of example, however, the writer, in outlining a means through the medium of which the buying public may be reached with a fair degree of certainty, has chosen a staple article.

We will presume that a cloth manufacturer wishes to increase his output, augment his turnover with corresponding profit to himself, and safeguard his goodwill, and in selecting cloth as an example, the writer would here say that no other commercial commodity has such a future before it as has trade-marked cloth-produced in this country. Hitherto the actual manufacturer of the cloth used in making up wearing apparel generally has been content to rely upon the wholesale clothier for the sale of the output from his looms, and any advantages due to the excellence of his article have been used by the clothier to increase *his* business. The buying public have but little knowledge of the cloths

produced by any single manufacturer, and indeed, it may be said that one of the reasons why the wholesale clothing trade is so profitable is that the average buyer of the finished article knows nothing about the quality, make or finish of the cloth furnished. The purchaser is quite at the mercy of the clothier, who sells him just what he thinks he will like. If a cloth looks well, handles well and is backed by the clothier's assurance that it will wear well, he is satisfied.

Wearing apparel is second only to food as a necessary article in demand, and the textile manufacturers of this country have hitherto not been as keen in seizing the possibilities in advertising their products as have been food manufacturers, manufacturers of household requisites, proprietary medicine exploiters and others.

It follows, therefore, if the manufacturer is to succeed in interesting the buying public in his goods, and thereby creating a steady demand for his articles to the exclusion of those of his competitors, that the first step taken must be to educate the public,—that is, the advertising at the commencement must be planned solely with the idea of informing the populace of the distinctive features in the cloth made by the manufacturer. For instance, if it is an all-wool fabric, it will be an easy matter for the manufacturer to introduce into his advertising literature incontrovertible arguments bearing out the superiority of woollen cloth over any other fabric, both utilitarian and hygienic points of view. public should be taught the names and distinctive characteristics of each grade of cloth manufactured, and new or seasonable fabrics should be brought before their notice. They should be taught that the fabrics manufactured by the advertiser stand for everything that the purchaser desires,-money value, finish, wearing qualities and general appearance.

<sup>2-(1713)</sup> 

The cloths should be trade-marked. This is an important essential, and it should be impressed upon the user that the trade mark is furnished as the manufacturer's guarantee. Although a trade mark has no value until it has been advertised a considerable time. as an asset to the advertiser and as a guarantee of quality to the consumer, it serves a double purpose, the value of which, to both advertiser and consumer, cannot be overestimated. The manufacturing clothier affixes his label to the suit he turns out, but it is not in any way a guarantee of quality in the cloth. It may serve some purpose as an advertisement of the clothier's establishment. but, from the writer's observation, very few clothiers appear to realise the value of a trade-marked label, or the part it should be made to play in the assets of a business. And if the clothier does not realise the value of a trade mark, then the textile manufacturer's opportunity is increased in consequence.

The methods of advertising which it is proposed to

treat are :-

(1) Trade-marking the goods.

(2) Press advertising.

(3) Catalogues and booklets.

(4) Outdoor publicity.

(5) Postal advertising.

Before dealing with the foregoing, the matter of appropriation will require to be settled, that is, the amount of money the would-be advertiser has at his command and which he is willing to invest in advertising. A common type of would-be advertiser is he who has only a little money to spare, or who feels disposed to appropriate only a small sum for the purpose, fearing that the intangible nature of advertising brings it within the category of a "gamble." Another is quite

willing to invest a small sum at the outset, and to assign all the profits accruing, or the greater portion of them,

for future appropriations.

But it will be found that the advertiser of either type referred to, who hopes to succeed in this way, will be disappointed with the immediate results. It may be urged by some that gigantic businesses, which are flourishing at the present time, and which, to all outward appearances, are still growing in importance, have been built up from modest commencements. This is perfectly true, but it must be remembered that conditions have changed, and the factors in advertising success which governed commercial conditions twenty years ago, or less, have long become extinct, and the inception of these flourishing businesses occurred long before competition reached its present pitch. The days of the modest appropriation advertiser have gone never to return. It is useless for anyone to hope for even moderate success unless he has sufficient capital at his disposal to start on a scale proportionate to the difficulties which he has to combat and to enable him to hold his own against competitive advertisers of similar products already in the field. An advertising appropriation must not only be large enough to ensure success, but it should be large enough to provide for possible failure, or discouragement at the beginning of, or mid-way in the progress of, the campaign. Contingencies and unforeseen difficulties have a knack of turning up quite unexpectedly at crucial moments, and it is just at these moments that, should the advertiser be lacking in the capital necessary to surmount them by increased advertising, all his previous efforts, and all his expenditure of money, will be wasted; and the man who can foretell when these crises are likely to present themselves is just as rare an individual as he who can

clearly predict the actual results of any advertising campaign. By this, however, is not meant that an advertising campaign must, of necessity, be entered upon with the feeling that it is a hazard. Given certain conditions and normal opportunities, backed by sterling value for money, and intelligent direction of details, it can be made to yield excellent results. It is being done every day, but the exact ratio of profit to expenditure must always remain a matter of hope and speculation.

Under the conditions at present governing commerce and trade, it may be said that a business which is being newly started must advertise, and that an existing business, in order to progress, must advertise. In all matters of commercial enterprise the natural limitation is the amount of money available for various purposes of expansion, and as it may be taken for granted that advertising in an adequate manner is part and parcel of the general proposition arising in any new business, the capital asked for on the prospectus announcing the formation of a new company, should embrace an amount to cover this expenditure. This has been recognised by more than one successful business magnate.

In embarking upon the exploitation of a manufactured article it is always essential that the production be commensurate with the capacity of the business. It may be urged that it is difficult to estimate the amount required to advertise a manufactured product successfully, but just as a technical man can estimate more or less accurately the amount of stock, machinery, plant, labour, etc., required to give a certain output, those whose business it is to be acquainted with the ins and outs of advertising methods and campaigns, can gauge, to some approximately workable degree, what amount of money is necessary to ensure advertising results proportionate to the amount expended. It is noteworthy

that one often sees in the prospectus announcing the flotation of a new business, that great stress is laid on what can be done in the way of efficient manufacture of the article and what the product is expected to sell at, these results being based on a limited period and a limited output.

Although the capital asked for often allows a profit margin for general exigencies, very rarely do promotors candidly recognise that capital is required for advertising

purposes.

In order to gauge what proportion should be estimated in regard to the advertising of any particular article, as much consideration should be given to the advertising proposition as would be given to location of the works, and all the other essentials necessary for the successful production of the article. In many cases much time and money would have been saved had this problem been tackled on the formation of a concern rather than left to be adopted later as a sort of compulsory expenditure after the remainder of the financial and other arrangements had been completed. There seems to be a neglect on the part of many enterprisers to realise that advertising is a necessary part (and should, for that reason, be an integral part) of the arrangements of a commercial venture, and any scheme having for its object the marketing of a manufactured product, especially if that commodity comes into direct competition with other commodities, or is used as a substitute, should embrace sufficient financial provision to carry out a well considered advertising campaign.

In the case of a business which has been established for a considerable time, the problem of the advertising appropriation will be simplified to some extent. Experience will enable the manufacturer to adjust and modify his arrangements in accordance with the results achieved

by the various methods of marketing the goods which he has, in the ordinary way of business, adopted in the past, but it must not be expected, once advertising has been embarked upon, that it can ever be wholly dispensed with, although there is no doubt that, at the conclusion of a well balanced and widely effective advertising campaign, the cumulative effects can be maintained to an appreciable degree by continuing to advertise through the most effective, but not necessarily the most expensive, channels discovered in the progress of the campaign. The experience thus gained will enable a certain amount of pruning to be done without loss of efficiency, but in the commencement seeds must, of necessity, be sown more or less broadcast. Some of the money spent may apparently achieve no tangible result, although it will be impossible to say that any one advertisement has achieved nothing, because even the most ineffective advertisement is an announcement of the existence of the business, if nothing else.

It is a well known fact that traders who desire to open a retail shop will often pay a comparatively large premium for the option of securing a desirable site, and it often occurs that those who have paid the largest premiums for the best site procurable are those who reap the greatest benefits.

If it is recognised, therefore, that it is necessary to pay a premium in order to put one's trade before the public at a desirable point, it cannot be expected that a new man can enter into competition with all the manufacturers of the same class of goods, without being willing to pay a premium in order that the buying public may be informed of his existence and the existence of his goods. The initial expenditure in an advertising campaign, may, therefore, be defined as a premium which, amongst other things, has to be paid for a new

manufacturer's footing in the commercial world,—that is, if it is economically sound to pay a premium for bringing one's goods before the notice of the buying public by the purchase of a desirable site, it is equally as economically sound to pay a premium to bring one's goods before the buying public by means of an advertising campaign. Once having become known to the public, the manufacturer or dealer will require to maintain the demand created for his goods, and also, if he is progressive,

to extend his operations in other directions.

Where a business has been in existence for some time. and by the customary methods of selling, whether by travellers, agents or other channels, it has established a connection which may apparently be profitable, there sooner or later comes a time when such a business may cease to progress, and, once having ceased to progress, there is always the danger of a retrograde movement being set in motion. This is very often one of those crucial points in the history of trade, when manufacturers with old-established connections and prejudices, begin to think that there may be something in advertising. This feeling is often engendered by the fact that so many of their competitors advertise without apparently losing by what old-fashioned people call speculation, but there is always a danger in advertising, when considered at a point like this, that it may be foredoomed to failure by being inefficiently planned, imperfectly understood, or carried out with a lack of the enthusiasm necessary for its success.

As a rule, in the case of a going concern with an established trade to its credit, there is no great need to cast about in order to discover the most effective channels - through which the advertising may be conducted, as the experience already gained in the business and the class of people who buy the goods will enable one understanding

the art of advertising to grasp the importance of the most suitable channels through which the advertising may be directed.

The amount required to be appropriated for the purposes of advertising will naturally vary according to the nature of the business and the expansion looked for, but whether in the case of a new business or an established concern, the initial advertising appropriation should not be regarded as a trading expense of the period in which the advertising is being undertaken, but should be viewed as a capital outlay or investment which will not yield all its results immediately.

With regard to the methods of allocating appropriations of this description, this will, of course, depend upon the amount of money available, but if an established business, wishing to enter upon an advertising campaign, were to appropriate out of its reserve capital, a sum sufficient for the purposes of carrying out the advertising, and create a fund with the sum thus appropriated, until an increase in actual results took place, all the expenditure necessary could be drawn from the fund thus created, and when an increase in the profits resulted, brought about by the advertising campaign, a portion of the additional profits could be used to reinstate the fund. By this means it will be seen that as the advertising began to yield results, the capital outlay originally appropriated would be entirely reinstated, and the normal advertising expenditure borne by each trading period as paid,—that is, the same principles should be adopted with regard to initial outlays in advertising as would be adopted in the opening up of a new branch of an existing business which required a sum to be paid in establishing its position, apart from the actual outlay required for fixed plant, machinery, etc. This latter is being done every day, the expenditure being recouped

out of the proportionate profits spread over a number of years. All manufacturers recognise that, in establishing a branch, such branch must be put on a proper working basis, and in respect to an established concern, the beginning of advertising should be regarded in the light of opening up a new branch of its business and the expenditure required treated in the same way in regard to its effect on the business and its resources.

### CHAPTER III

### TRADE MARKS

ONE of the most valuable advantages of a trade mark is that the risk of substitution is reduced to a minimum. Substitution has been defined as an attempt on the part of a seller to palm off on to the buyer something claimed to be just as good or better in quality than the actual article asked for. The law on the subject is too intricate to admit of its being dealt with here, but speaking generally, if a purchaser went into a shop and asked for a length of a particular firm's cloth, and the shopkeeper tendered and finally sold to the purchaser cloth of another make, quality and price, it would be held that "substitution" had occurred and the seller would render himself liable in law. Recent cases before the Courts, however, point to the fact that, as deception has first to be proved, it is not an easy matter to bring a case home to the satisfaction of legal authorities, to the extent necessary to obtain an injunction against the perpetrator. For this reason, therefore, and the extent to which substitution is being carried on in retail circles at the present time, the manufacturer in selecting his trade mark will do well to see that it is as distinctive and protective as it can possibly be made. He should also have a general search made amongst the trade marks of his competitors, and profit by their experience in securing a registrable trade mark for his own commodity. He will also do well to consult some expert conversant with the value of trade marks from an advertising point of view, so as to preclude the possibility of its

value in this direction being depreciated by incongruity of design or lack of euphony in the word or words used.

Apart from the risk of substitution, there is also the risk of actual infringement to be guarded against.

To aid the manufacturer, the following brief particulars, gleaned from the <u>Trade Marks Act</u>, 1905 (an Act framed for the purpose of eliminating the intricacies which, prior to the Act, surrounded the law on trade marks,) will be found of service.

The Act provides that a registrable trade mark must consist of at least one or more of the following distinctive essentials:—

1. The name of a company, individual or firm represented in a special or a particular manner.

2. The signature of the applicant for registration or the signature of one of his predecessors in business.

3. An invented word or a number of invented words.

4. A word or words having no reference to the character or quality of the goods not being according to its ordinary signification a geographical name or a surname.

Clause 1. provides that the name of a company, individual or firm represented in a special manner is registrable. Thus if the word "Smith" may be considered registrable, provided it is embodied in a design distinct from ordinary printed matter, the words "Smith's Tweeds" appearing in ordinary letterpress would not be registrable as a trade mark.

Clause 2 is self-explanatory as a signature will invariably carry with it the distinctivenesss necessary for

registration purposes.

Clause 3 provides for the form of trade mark most popularly resorted to by advertisers. By the exercise of some ingenuity a "coined" word, capable of being registered, may be produced which will appeal to the

buying public, and impress itself upon the memories of readers of advertising matter. The words "Oxo," "Lemco" and others are household words wherever civilisation obtains.

Clause 4 is somewhat difficult of explanation, especially seeing that, for advertising purposes, one would naturally aim at securing a name calculated to convey to the buying public the characteristics of the article represented. Under this restriction, however, the employment of any descriptive matter, applicable to the article represented, would not constitute a registrable trade mark.

The Act also provides for coloured trade marks, which is a great advantage to the trade mark user. It enables colours, which are definable by name, to be taken into consideration as bearing upon the question of distinctiveness in characters or marks. Hitherto it has been necessary for a trade mark to have distinctive features apart from colouring to make it registrable. The Trades Mark Act, 1905, does away with this. Further, "if and so far as a trade mark is registered without limitation of colour it shall be deemed to be registered for all colours."

Clause 18 gives notice that unless the registration of a trade mark is completed within twelve months from the date of application the registrar may "after giving notice of the non-completion to the applicant in writing"

cancel the application.

A trade mark in Great Britain holds good for fourteen years from the date of the original application for the registration of the trade mark. At the expiration of this period the holder may apply for a renewal of the trade mark for another fourteen years, and so on, as this option is exercisable on the original registration of the trade mark.

In respect to the classification of goods, these are divided into fifty classes in the new Act. From this, however, it must be borne in mind that the registration of a trade mark in one particular class of goods does not preclude the right of other persons to register the same trade mark, or a similarly designed or fashioned or coloured trade mark, in another class of goods. The difficulties attendant upon the occurrence of such a possibility are not, however, for obvious reasons, likely

to be important.

Clause 22 provides that "a trade mark when registered shall be assigned and transmitted only in connection with the goodwill of a business for which it has been registered, and shall be determinable with fhat goodwill, but "that the right of assignment on the part of the proprietor of a registered trade mark during the existence of the goodwill is permissible." Should, therefore, a person become possessed of the goodwill of a business, he must remember that the mere possession of the certificates of registration of the trade marks of the business, which would be handed over to him in the usual way on the completion of the purchase arrangements, are not sufficient to enable him to take action in case of infringement. He should at once ascertain, when taking the business over, the exact title, design and character of all the trade marks used in the business which he has acquired, and see that the registrations are properly transferred to him and that his name appears on the register as being the proprietor and holder of them.

"Associated trade marks," that is, a series of trade marks registered as being applicable to "the same description of goods which, while resembling each other in the material particulars thereof," yet differ in certain respects, are assignable but "only as a whole and not separately." Thus it is impossible for the holder of certificates of registration of a series of trade marks to assign any portion of that series piecemeal. The assignment will require to be in respect of the whole series as registered.

The Act also provides that no person holding an unregistered trade mark—unless the trade mark was inforce prior to the year 1875,—can institute proceedings

to recover damages for infringement.

Certain restrictions are also laid down governing the use of the Royal Arms in trade marks, but full particulars of these restrictions may be obtained on application to the Secretary of the Warrant Holders Association,—an Association formed, *inter alia*, for the purpose of suppressing all unwarrantable attempts to embody the Royal Arms in trade marks, on labels, cartons, letter headings, etc., calculated to convey the impression that the proprietor of the trade mark is a Royal Warrant holder. The following extract from the Act defines the limits placed on the use of the Royal Arms in trade marks:—

"If any person without the authority of His Majesty uses in connection with any trade, business, calling or profession the Royal Arms (or Arms closely resembling the same as to be calculated to deceive) in such a manner as to be calculated to lead to the belief that he is duly authorised to so use the Royal Arms, or if any person without the authority of His Majesty or a member of the Royal Family uses in connection with any trade business calling or profession any device emblem or title in such a manner as to be calculated to lead to the belief that he is employed by or supplies goods to His Majesty or such member of the Royal Household he may at the suit of any person who is authorised to use such arms device emblem or title or is authorised by the

Lord Chamberlain to take proceedings in that behalf, be restrained by injunction or interdict from continuing to use same: provided that nothing in this section shall be construed as affecting the right of any proprietor of a trade mark containing any such arms device emblem or title to continue to use such trade mark."

### CHAPTER IV

### PRESS ADVERTISING

TURNING now to publicity through the medium of newspapers, magazines and the like, and, in the opinion of some, no advertising scheme can be said to be complete without this form of publicity, the first question which will have to be considered is the nature of the media through which the manufacturer shall make his goods known to the buying public. So much has been written on the value of newspapers proper as against magazine space, and so many valuable figures published by newspaper proprietors and others for the purpose of aiding the would-be advertiser in his selection of media, that it is unnecessary to enlarge on what has been already written. It is questionable, however, seeing that the London dailies and weeklies (as distinct from the provincial press) cover as they do so thoroughly the whole of the provincial towns of any size, whether they do not fulfil all the advantages attributed to the provincial newspapers. Some advertisers, nevertheless, give a prominent place in all their schemes to the provincial press, and some have found it profitable to confine all their appropriations in press publicity to this form of media. It may be correctly affirmed that the provincial newspaper is pre-eminently the paper for the home, seeing that it is generally read by most members of the family. In it the parent finds notes relating to local affairs, the participators in which are very real persons to him. The members of the family interested in sport, society notes and local functions, deaths,

marriages and a hundred and one things that mark the individuality of provincial life, find plenty of interest to them in the pages of their daily or weekly paper. Granted that this is so, then the provincial press is full of potentialities for successful results from advertising. On the other hand it must be admitted that the majority of provincial papers are sadly behind the London dailies and weeklies in the matter of letterpress, display of blocks and lay-out generally, whilst the charges for space are not much lower than those of the London dailies and weeklies circulating so effectually over the provincial areas.

For the article here cited, however, the magazines are unquestionably of more value as an advertising medium than either the London or provincial dailies or weeklies. The life of a magazine is longer, its pages are read more carefully, consequently the reiterative and permanent value of an advertisement appearing in the pages of a magazine is relatively greater.

If it were possible to ascertain with any degree of accuracy the circulation figures of the leading monthly magazines, and if these circulation numbers were multiplied by five—a fair figure representing the total readers of any one copy of a magazine,—some idea would be gained as to the size of the audience at the disposal of the magazine advertiser.

In placing advertisements, the manufacturer will do well to employ the services of a reputable agency, as apart from the fact that some publishers will accept advertisements only through an agent, there is also the chance that the agent will be able to get better terms and better positions than would the manufacturer if he placed his matter direct. There are numerous first-class agencies in this country, so that the manufacturer need not go to much trouble in the matter of choice. The point

work

to watch, however, is that the agency is free from any combine, that it does not "farm" out space, and that it has handled advertising matter similar to the manufacturer's and handled it successfully. Most agencies can demonstrate their capabilities in this direction, but if they cannot, then the manufacturer should have nothing whatever to do with them.

The agent will probably charge a fee for drawing up the "copy," and a commission based upon the aggregate value of the space purchased through his medium. Some agents do not charge any commission to advertisers, being content with the remuneration they secure from the newspapers, but almost every agency looks to the advertiser for some remuneration for drawing up the "copy," which is only reasonable. If the manufacturer does not feel himself competent to draw up his own "copy," or if he has no one on his staff with sufficient knowledge of the article, and literary ability to do it for him, he should let the advertising agency do this

In addition to this, when it comes to estimating cost of space from the newspaper rate cards, it requires the assistance of an expert. Newspaper rate cards, as the example given on p. 33 will show, are very complicated pieces of literature, because in addition to the regular rates, and prices for special positions, etc., there is frequently a long list of classified advertising charges, capable of being understood only by someone who has had considerable experience in buying space.

There are several forms of press advertisements, but the principal are "illustrated" advertisements, containing letterpress forming the body of the advertisement, the illustration being employed merely for the purpose of attracting the eye of the reader and inducing him to read the printed matter; "reader" advertisements, that is, printed matter set up either immediately under or next to genuine news matter: and "all-letterpress" advertisements, relying on the logical and forcible reasoning contained in them to attract and interest readers.

Of the three types of advertisements referred to, the illustrated advertisement finds most favour in magazines. This is due to the fact that the paper used in magazine printing is peculiarly adapted to the reproduction of artistic matter. A glance through the magazines will show that the illustrated advertisement preponderates over other forms of publicity matter to the extent of something approaching 8) per cent.

to the extent of something approaching 8) per cent.

The utility of "reading matter" advertisements has been the subject of considerable discussion amongst advertisers recently. Some are of the opinion that the fact of the reader having reached the end of the printed matter and finding that "it is only an advertisement after all" produces an effect directly opposed to the object for which it was inserted. There is a great deal of truth in this, as unquestionably a certain class of people resent the suggestion that they have been lured into reading something which they thought was genuine news matter, only to find that it has been inserted for the purpose of bringing some advertiser's wares before their notice. The writer's personal opinion is that reading matter advertisements, in the greater majority of cases, defeat their object by creating a feeling of resentment in the minds of readers, a frame of mind directly antagonistic to the desire of the advertiser himself. It is infinitely better, from all points of view, to employ genuine copy, having the appearance of a genuine advertisement, well illustrated and well written, trusting to the excellence of the advertisement itself to bring about results. Anything in advertising matter

### CONSISTENT QUALITY.

EVEN as the proverbial chain is strong only at its weakest link, so can . . . . "ALL-WOOL" fabrics be classed as good, better and best only to the degree of their quality in their weakest features. Expert designing of patterns, made of pure wool combed under the most hygienic conditions, woven by experts in the latest type looms, carefully dyed and guaranteed fast to light, perspiration and all other tests,—artistic finish.

The . . . "ALL-WOOL" fabric is good all through.

The Trade-Mark below is a guarantee of this.

John Blank & Sons, Ltd.,

Express Woollen Mills,

Blanktown, Yorkshire.

(Specimen of all-letterpress advertisement for trade papers.)

### WHAT ALL-WOOL MEANS.

A<sup>N</sup> All-Wool fabric is one that contains no cotton or other adulterant.

An All-Wool cloth is the only cloth that will not fade, cockle or grow shabby looking.

An All-Wool fabric is the only fabric that lends itself to high-class tailoring.

It is sometimes impossible for an expert to distinguish an All-Wool fabric from one that is adulterated by merely looking at the cloth or feeling it.

Our Booklet No. 2 explains the essentials of . . . . "All-Wool" fabrics. A postcard will bring it to you.

J. BLANK & SONS, LTD., Express Woollen Mills, Blanktown, Yorkshire.

Trade Mark.

(An educative type of all-letterpress advertisement.)

### MODERN METHODS.

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern methods" be employed as in the manufacture of clothing: no business the product of which is so subject to such relentless and scathing criticism: no business in which every detail of quality is so absolutely essential to both manufacturer and retailer: no business in which competition is so keen or defective merchandise more fatal to success.

For twenty years we have manufactured and sold through wholesalers . . . "All-Wool" fabrics, and have invariably endeavoured to give every penny of value possible at the moderate price per yard we charge for our goods,—and with the well-earned reputation of being amongst the most reasonably priced manufacturers, and producing a range of fabrics unapproached by our rivals,—we will, with the aid of one of the most modern manufacturing plants in the trade, adhere to the reputation of our house.

Our Trade Mark is our guarantee of quality. It guarantees to the clothier what we say in the

foregoing.

J. Blank & Sons, Ltd., Express Woollen Mills, Blanktown, Yorkshire.

Trade Mark.

(An all-letterpress advertisement for trade papers.)

which puts the reader in a frame of mind other than that of interest in the article or proposition advertised, cannot achieve any good results.

"All letterpress" advertisements are generally favoured by advertisers having a definite proposition to put before the public, capable of being argued out and proved logically and conclusively in cold type. Such advertising copy needs very careful compilation, and the writer of such copy will require to possess abilities much above the average advertisement compiler, as the proposition in question must be made to appeal to those readers who are sufficiently intelligent to realise the advantages which are clearly demonstrable and palpably incontrovertible from the advertiser's point of view. Insurance, financial, land and house purchase advertisements fall under this heading, but there is no reason why a cloth manufacturer should not adopt this class of press publicity, especially in his trade-paper advertising, seeing that only cold facts are likely to interest his trade buyers, and that any flights of fancy or appeals to sentiment would fall short. Another point in press advertising is the utility of the coupon as a means of bringing replies and enabling the advertiser to tell with a certain degree of accuracy the value of any particular medium. The coupon is perhaps the only exact way by which the advertiser can do this, because if he were to resort to the method sometimes adopted of requesting readers to apply to Desk No. 5 or Dept. No. 6, there is always the possibility that the reader will fail to mention it in his response, thus making it impossible for the advertiser to tell from which source the application for patterns or price lists emanates. There are, however, disadvantages in the use of the coupon, the principal of which is that it necessitates mutilation of the page before it can be posted to the

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Remarks.					-	1 .	1						1	 	
h.		Average each.		1			 			 		 	 	1	
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Designed by	Placed by	Aver- age Cost		1			1			1 1 1	       	! ! !		     	
H		Cost of each sale.				1	1	1	     	1	 	.   		1	
Date of Contract.	Contract Expires.	Total Sales.		1		-	1 1			1 1 1 1	1	 	1	1	
of C	ract	Gross Cost.					1	' ! !	'		1		<u> </u>	       	
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Gross Rate.	Net Rate.	Space					1 1 1 1			1 1 1 1		1	1	 	
	Z	Location						 							
Paper	Ad.	Key No.				1			1	1	 	! ! !	1	 	1
Name of Paper.	Style of Ad.	61	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	

advertiser, and naturally many people are averse to mutilating their magazine pages.

Press advertising, however, may be summed up by saying that as an educative branch of advertising it can be made to act as an advance to the distribution of more pretentious and explanatory printed matter; that it can be made capable of great reiterativeness in impressing the name and salient features of the article upon the buying public, and keeping the impression there, but as a form of general publicity it is relatively more expensive than other methods described in a later chapter, and the results derived, other than in mail order advertising, are more difficult to trace than those achieved through other mediums of publicity.

A careful record should be kept of each advertising contract and a card used for each paper in which advertisements appear. When the contract is placed through an agent it should be stipulated that the necessary particulars of rates, etc., should be furnished, but special attention should be paid to the relative cost of the expenditure in comparison with the results obtained. These cards form a valuable guide to the advertiser in the selection of media for future appropriations.

The card, shown on page 31, though more applicable to direct advertising, will be found useful should the advertiser wish to keep track of enquiries emanating from his advertisements.

All letters received should be carefully sorted out and arranged under the different "key" numbers resorted to by the advertiser, and the number of replies filled in the space provided. A card should be used for each advertisement appearing in each paper.

# DAILY RETURNS REPLIES RECEIVED

Publication.				Kir	pu	Kind of Ad.	Ad					6		Ke	y X	Key No.	. 1							Price.	Ge.				
19			C1		4	ıo	9	7	œ	6	101		213	3 14	115	16	17	18	19	202	11 2	12	3 24	125	5 26	9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	282	93	031
January	:			}	!								!															1	
February	:	i	i	i -	i .	1		1	1 .	1	1	1	1	i	1	1	1	1	1	1	-	<u> </u>	<u>i</u>	1	1	1	<u> </u>	1	1
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April	:	i	i	i	<u> </u>	<u> </u>		1	1	1	<del> </del>		!	i	1	1	1	1	1	1	!	<u> </u>	1	1	-	1	1	1	1
May	:	i	<u>i</u>	<u>i</u>	<u> </u>	1	1		1	1	<del></del>	-	1	i	1	1			-	1		<u>i</u>	i	-	-	1	1	1	
June	:	<u>i                                     </u>	<u> </u>	<u>i</u>	<u>i</u>	-			-				i !	i	1		1		1		1	1	i	<u> </u>	1	1	1	1	1
July	:	<u>i</u>	<u>i</u>	<u>i</u>	1	1	1.	1	1	-	1_	1	!	i	<u> </u>		1	-	1		-	<u>i</u> !	<u>i</u>	<u> </u>	<u> </u>	1	1	-	1
August	:	<u>i</u>	<u>i</u>	i	<u>i                                     </u>	1	1		-		1	-	!	<u> </u>	<u> </u>		1	1		-	-	<u> </u>	i			I	1	1	1
September	:	<u> </u>	<u>i                                    </u>	<u>i</u>	<u> </u>		1		-	4	<del> </del>		!	1			1	1	-			<u>i</u>	i I				1	1	1
October	:	i	i	i	<u>i</u>	1							!	<u> </u>	1	-	1		1	1	1	<u> </u>	i	1	-		1	1	1
November	:	i	<u>i                                    </u>	<u> </u>	<u>i</u>	1		1	1	1			!	<u> </u>	1	-	1	1	1		1	!	<u>i</u>	-	1	1		1	
December	:	i	<u>i</u>	i	i	1	1	1	1	1	!		!	i	-		1	1			1	!	i i	1	<u> </u>	1	1	<u> </u>	
		<u>i</u>	<u>i</u>	<u>i</u>	<u>i</u>	1	1		1	1		-	-	<u> </u>	<u> </u>		1	1		-	-	1	<u>i</u>	<u> </u>	-	1.	1	1	-

## ADVERTISEMENT SCHEDULE

-			June.	es.
			May.	tising schem
			April.	press adver
			March.	submitting
	ion		February.	ng agents in
Address	Amount of Appropriation_	To cover a period of	January.	Form used by advertising agents in submitting press advertising schemes.
Name and Address	Amount of	To cover a	Space in ins. @	Form used
			Publications.	

### SPECIMEN RATE CARD

Trade Announcements.	
Ordinary	With word "advt." £ s. d.
position	imperative per
	line 3 6
	5 6
	Miscellaneous.
2 02 00-00-00-00-00-00-00-00-00-00-00-00-00-	
Per double column 55 0 0	Public Companies, Banking,
Per half-page 96 5 0	etc., etc.
Per page 192 10 0	Four lines 7 6
	Per line afterwards 1 6
	Per inch 1 5 0
Next matter	Single column 25 0 0
Per inch positions 1 10 0	Double column 55 0 0
Per inch 1 10 0	
Per column 30 0 0	Auctions, Shipping, Official,
Per double column 60 0 0	Legal, Ordinary Setting
Per half-page under	Per line 1 0
matter 115 0 0	Tabulated, per inch 15 0
Per page special	Displayed, type or
Per page special position 231 0 0	blocks per in 1 0 0
Position 201 0 0	blocks per in I o o
	Charities, Amusements, etc.
Readers	Three lines 3 0
Per inch, with	Per line after 9
special type, word	Per inch ordinary 12 0
"adut" impora	Per inch displayed 1 0 0
"advt." imperative 2 0 0	Per inch displayed 1 0 0
	Dont all Classical Administra
Per column with	Prepaid Classified Advertise-
special type, word	ments.
"advt." impera-	Houses, Situations
tive 40 0 0	Servants, etc 1 0

Note.—Length of co'umn, 21 ins.; width,  $2\frac{1}{4}$  ins. Advertisements for both Saturday's and Sunday's editions

must reach us before 5 p.m. on Wednesday in each week. No contracts cancelled after 5 p.m. Wednesday.

(Here generally follows conditions governing the publication of advertisements defining the proprietors' right to refuse, etc., declining responsibility for loss or damage to blocks, etc., etc.)

### CHAPTER V

### CATALOGUES, PRICE-LISTS AND BOOKLETS

For the purposes of description, a catalogue may be defined as a publication informing buyers of the essential differences between the goods the manufacturer has for sale, with brief descriptions to aid the buyer in his selection. A price-list, broadly speaking, is a list of names and prices of goods lacking the more comprehensive details and particulars contained in a catalogue. A booklet is essentially an educative publication, intended for the purpose of disseminating information which could not be included in either a catalogue or price list.

### CATALOGUES

Catalogues are amongst the oldest forms of advertising. There is probably not a business in the country but which issues, at some period of the year, a catalogue in more or less pretentious form dependent upon the class of goods sold and the resources of the firm. Some of the catalogues reaching the hands of business men vary from 2 ozs. to 6 lbs. in weight, and contain from 10 to 500 pages. Some are bound in flimsy style, and others in book form equal to a six shilling novel in binding. Some contain the crude woodcuts of fifty years ago, and others are illustrated with the aid of the latest discoveries in typography. Some are worth keeping for reference, and others find their way-a well-deserved way-into the wastepaper basket. Some are designed with the apparent object of chilling the recipient with the severity of their get-up. Others outrival the penny picture books of our childhood days.

All no doubt do some good, otherwise the compilers would not continue to send them out year by year, or possibly it may be because they imagine that if their catalogue did not reach the hands of customers year after year those customers would assume that the firm had gone out of business altogether, or, if they were inclined to be ungenerous, that they lacked funds necessary

for the production of an annual catalogue.

Catalogues, then, being amongst the oldest forms of advertising, it is perhaps not surprising that the majority of them present so little of what is real advertising at the present time. A trained man can discern in a moment whether a catalogue will have the effect it is compiled for, that is, to sell goods. Hundreds of firms using this form of publicity for many years have got so deeply into the rut that their catalogues have become useless as business-bringing factors, so much so that many of them are not worth the paper they are printed on. They have got into the way of utilising the old woodcuts which have so long been shown in the pages of their annual catalogue, and have never changed from the oldfashioned printer who has handled the catalogue for so many years, that it takes long and strenuous effort to move them out of the groove in which they have travelled. When any alteration suggests itself to them they look round at the catalogues of their competitors, and either seek to copy them or introduce some of the features lacking in their own production, believing that if their competitors find their catalogue good enough, especially if competitors appear to be flourishing, it is good policy to follow on the same lines. The issuing of a catalogue is the annual bête-noir in these old-fashioned concerns. It is turned over to almost anybody in the office, and if the office boy showed some signs of literary ability, or more than the average intelligence, the writer believes that some firms would hand it over to him. It comes out late in the season, the arrangement is crude, the blocks badly placed and the descriptions inadequate and unconvincing.

Catalogue compiling is a very distinct and technical branch of advertising, especially when catalogues are large and the illustrative section difficult of arrangement and construction. In a large trade catalogue the cost of woodcuts, electros and stereos alone is usually a formidable item, to say nothing of the unnecessary cost of revisions and corrections in proofs and the lay-out if inefficient handling occurs at the outset.

The primary object of a catalogue is to sell goods. It should be framed to take the place of a traveller, and should convey to the recipient just that amount and quality of sound reasoning and persuasion that the manufacturer would expect his traveller to use were he calling upon the recipient in person. A very excellent production of its kind came into the hands of the writer the other day. It was prefaced with the remark, "they could not send their traveller, so I have been sent instead." The whole purpose of a catalogue is thus given in a nutshell.

Just as a traveller is expected to sell goods, which he is paid to do, so should a catalogue be made to sell goods, as it is for that reason and that reason only that the expense of its compilation and production has been incurred.

Turning now to the actual compilation of a catalogue, the manufacturer should make a survey of all the woodcuts, blocks and other illustrative matter at present in his possession. Any obsolete designs should be destroyed and the metal plates sold to the scrap metal dealer. There is no reason why an illustration which has appeared in a catalogue for the past ten years or more under varied

names and descriptions should remain there indefinitely. It should be subjected to criticism as to its value as an illustration. If it is a standard article, and its value for descriptive purposes has been proved, then it might be allowed to remain, but even then it is questionable whether or not an entirely new illustration of the standard article would be more advisable.

From the stock of electros, etc., on hand, it will probably be found that, with a little manipulation, an existing block can be made to serve the purpose for a new issue of a catalogue, or it may be frequently discovered that a block on hand is too large for the lay-out under consideration at the moment. An inexperienced person would probably go to the expense of procuring another block of smaller dimensions, whereas it is possible, in many cases, to have the entire pages set in proportion to the large illustration appearing on the block and bring the page down, type and all, to the standard size. In doing this, however, it will be necessary to call the printer in to advise, otherwise the result will probably be an unsightly production from a typographical standpoint. Again, manufacturers will need at some time or other a reduced pocket catalogue or an abbreviated price list for special purposes. In this case it should be remembered that it is quite unnecessary to set up an entirely new list when it is possible to get a reduced plate made from the standard catalogue at a minimum outlay. In arranging the catalogue a good printer can generally render valuable assistance, but the manufacturer should see that typography is used solely as an adjunct to salesmanship and nothing more, as his object is to secure a catalogue which will effectively illustrate his goods, and not a production which will convey to the recipient the impression that the manufacturer has copied a type-founder's catalogue.

Every catalogue should be prefaced with suitable explanatory matter, but it will entirely depend upon the class of person to whom the catalogue is to be sent whether this explanatory matter will be read or not. Some advertisers consider it a disadvantage to embody a preface in their catalogue, believing, and rightly so in some instances, that it is rarely read, either through lack of time or inclination on the part of the recipient. Certainly in the case of a trade catalogue a preface is superfluous. If any explanatory matter is necessary to announce the purpose or contents of a catalogue it should take the form of a facsimile typewritten letter enclosed with the catalogue, or better still, sent under separate cover by the same post that carries the catalogue.

Assuming, however, that in the manufacturer's opinion a preface is desirable, it should be seen that this preface is made up of strong selling argument, lucid and exhaustive in its description of the goods and the advantages claimed for them. If it is possible to build up the selling argument in carefully graded sequences, each proposition analysed and proved point by point, why the article is better value, wears better or looks better than any other article of the same class on the market, it will be more effective, but it must be borne in mind that such reasoning must be logical. A mere string of assertions unsupported by logical deductions will effect nothing. The advantages claimed for the goods must be clearly apparent to the person who receives the catalogue after he has read and considered the arguments put forward.

In listing the goods, classification under different headings in the case of a large catalogue, is advisable, or if this is not practicable, then articles similar in quality, shape or style should be grouped together, but care must be taken to avoid a stock-list appearance. Originality must be sought after in each production, and the catalogue should be changed every year both as regards its shape and the general character of its contents. The effect of the catalogue as to printing should be made not for ostentatious display or for the purposes of gratifying any particular whim or fancy. The cover should be attractive and should have some practical connection with the contents which it encloses. Some advertisers are of the opinion that the cover of a catalogue is the most important part of it, and whilst this may not be so essentially the case in trade catalogues, it is undoubtedly true in catalogues intended for retail buyers.

When the catalogue is completed, the aim should be to get it into the hands of as many prospective buyers as possible, and to keep it out of the wastepaper basket. And anything that the manufacturer can think of, applicable to his particular business, that will achieve this result, will add to the value of the catalogue as an

advertising medium.

The reader is referred to Chapter VIII for information re typography, the preparation of blocks, etc.

### PRICE LISTS

This, it must be admitted, is a more or less arid field for advertisers, but if any advantages are obtained the drapery houses may be said to use them, for the simple reason that a drapery house price list is fashions news pure and simple. Trade price lists must, however, by reason of their very character and purpose, remain severely practical productions, and any attempt to make them more interesting would tend to nullify the purpose for which they are compiled.

The only point which occurs to the writer is, that the manufacturer should endeavour so to arrange his price list as to add to its permanency,—that is, to get the recipient to retain it. For this purpose some manufacturers, especially engineering firms, supply a binder with the first list and send out succeeding lists with holes punched ready for inclusion in the binder. The lay-out and printed matter in price lists do not present any difficulties seeing that it is merely a matter of accuracy in the tabulation of figures, with an occasional description in brief technical language.

### BOOKLETS

Turning now from the more costly and comprehensive catalogue, or price list, we have another form of publicity the usefulness of which has been abundantly demonstrated. The writer refers to the use of booklets or brochures compiled on less pretentious lines as compared with the illustrated catalogue or price list.

It would be impossible to imagine any manufacturing concern that could not employ booklets or brochures to increase its business, neither is there any booklet produced on sound and artistic lines that will not achieve that purpose. The great advantages may be said to consist in the fact that apart from their comparative cheapness in cost of production, a booklet, or a series of booklets, can be so arranged as to present a complete history of the product. Press publicity is said to rely for its success upon continuity of argument, freshness of presentation and perennial appearance in the press. The whole story of no one article could be given in press advertising except at great expense coupled with the use of a wide range of media, at the risk of wearying the reader or to the exclusion of selling argument, but a series of booklets can be so arranged that nothing of interest or value need be left out.

The first object of a booklet, therefore, is to detail the complete history of the product, either to trade buyers

or retailers or to both, simultaneously but separately. All the points commonly used in press advertising can be marshalled in their proper order, explanatory details set out in their proper places, and all that can be said in favour of the product can find a place in the pages of such a series of booklets. For instance, the manufacturer of an all-wool fabric desirous of reaching both the wholesaler and the buying public would need to use two sets of booklets, seeing that the same arguments are hardly ever applicable to both the trade and the retail buying public, but, without going deeply into the matter, suffice it to say that to the trade buyers the booklet should be compiled with the object of treating as lucidly as possible technicalities only appreciated by the wholesaler, together with price advantages, utility, novelty and other things; whereas to the public, interesting facts bearing upon the production of the cloth, couched in simple language, could be served up in such a way as to help the buying public to judge intelligently of any similar fabric which may be shown to them by the clothier.

A booklet may or may not contain prices according to the purpose which it is intended to serve, but speaking generally, the writer holds the opinion that it is almost an impossibility to exclude entirely price information, seeing that the price is so essentially a part of every business proposition. If it is intended as a purely educative organ to precede or follow the more comprehensive catalogue, then in that case it might be desirable to suppress all reference to prices, merely introducing the article and detailing its advantages and relying upon the catalogue to do that part of the work expected of it.

In the matter of whether the manufacturer should send the booklets out first and the catalogue afterwards, this is a somewhat debatable point, and it is a matter of expediency not applicable to any two propositions. The writer, however, for purposes of safety, favours the middle view and asserts that the booklets should be used both before and after the catalogue. The first booklet immediately preceding the catalogue in order of sending out should be purely educative, compiled for the sole purpose of explaining the history of the article and paving the way for the catalogue which will follow after a carefully graded interval. The second booklet, coming immediately after the catalogue, should be compiled solely with the price object in view and written in the strongest and most convincing language possible. Such a method, accompanied by suitable covering letters, although these are not in every case necessary, cannot fail to produce results highly gratifying to the manufacturer. Even when it is imperative that a single complete catalogue be used the advertiser will find it to be of advantage to use a small booklet dealing with the articles separately, provided, of course, these are not too numerous, or it may be possible to group several articles of a similar nature and treat them in a single booklet. A series of six or eight booklets, if carefully compiled, should answer all purposes of description for any ordinary commercial commodity. If resources will allow, and the trade buyers are willing to co-operate with the manufacturer, it is advisable to supply wholesalers and retailers with small abridged catalogues for counter display, etc., and in the case of the latter, a booklet could be so designed as to embody all the points of a catalogue in so far as illustrations go, with the additional advantages of explanatory matter contained in a booklet proper. In this case the catalogue could be a facsimile of the large original catalogue, reproduced by means of plates of varying sizes as referred to in the preceding pages.

### CHAPTER VI

### OUTDOOR PUBLICITY-POSTERS

THE progress made during the past few years is striking evidence of the effectiveness and utility of this form of publicity. With its unlimited scope for the genius of our commercial artists, and its powers of attraction in size and colouring, there are occasions when it outrivals by reason of its ubiquity and reiterative qualities, all other forms of advertising, especially when accompanied by sample distribution over the same area where the posters appear. This class of advertising, whilst appealing especially to the uneducated classes, may be so arranged as to appeal to all classes of people. A poster can be so constructed as to convey at a glance the full meaning of the announcement, with merely the employment of an alliterative design, to the exclusion of explanatory matter in the shape of words: indeed, it may be said that a lengthy detailed explanation, or a series of statements embodying a selling argument, would unquestionably nullify the sole purpose of a poster, which is that of impressing upon the public the name and outstanding characteristics of the article, and nothing more.

The actual design of a poster signalises, in a great measure, its success or failure. When designing a poster it should be remembered that it will be exhibited not in an isolated position away from all other attractions, but probably in the middle of a large number of posters, all drawn up and designed with the intention of attracting the sole attention of the passer-by. Consequently, unless a poster be different in some way from the majority, either in colour, design or figure, it will not produce the best results.

It is advisable that a manufacturer contemplating a billposting campaign should, before deciding on his posters, obtain an idea of the general designs of those already exhibited, especially those of his competitors, and endeavour to create something entirely original.

Billposting in this country is controlled by a number of large contractors in different town centres owning their permanent sites and renting others from time to time from builders, etc., as opportunity offers. The smaller firms purchase the posters from outside printers specialis ng in this class of work, their attention being confined solely to the posting of the bills on hoardings rented or owned by them, but the tendency now is for the larger firms of billposting contractors to design, print and post their own productions on hoardings exclusively owned by them, thus ensuring greater efficiency for their clients and increased profits to themselves.

The charge for posting a bill is based on a fixed sum per week per 20 in. by 30 in. sheet (double crown) and for greater or lesser sizes in proportionate ratio. The average charges for posting may be said to be lower in the North of England than in the South of England town centres. The charge made includes the rental of the hoarding, and occasionally the cost of printing the bill, together with such renewals as may be found necessary from time to time. Roughly, a sixteen-sheet doublecrown poster measuring approximately 120 in. by 80 in. covering a total area of something like sixty-six feet can be displayed on an average for from 4s. to 5s. per month, but it is impossible to give any hard and fast figures as so much depends upon location, position on the hoarding, etc. It is usually found expedient to renew bills every month or five weeks in average weather. wet weather it will naturally be found necessary to renew the bills much oftener, and billposters generally insist

upon the advertiser supplying them with sufficient extra bills to meet these contingencies. A very important item bearing directly on the success of a campaign is the manner and frequency of the inspection of the posters. It is a hard thing to say, but nevertheless a well-known fact, that although present-day billposters rank with the highest in commercial honesty and integrity, many billposting firms do not, probably due to the lack of efficient organisation, keep their hoardings in very good condition. Consequently it is necessary for an advertiser to employ someone to inspect periodically every bill under contract so that the billposter's failings may be discovered and credit obtained for non-exhibition of a poster, or exhibition of a poster in a damaged condition. In a contract covering a large portion of the country it is evident that the inspection of every poster involves heavy expense, consequently the custom of many advertisers with large appropriations is to place the work in the hands of advertising agents who have special facilities for making inspections at moderate rates. In addition, these agents will arrange contracts with billposters all over the country and relieve an advertiser of the work connected with a large campaign for an average charge of 10 per cent, on the billposting expenditure, and although this may seem high, a little figuring on the part of the advertiser will convince him of the economy of such an arrangement. The writer would strongly advise any firm contemplating much billposting to place the work—which is very heavy in the hands of such an agent, as much time and money will be sayed thereby.

In addition, however, to the inspections made by the agent, it is advisable that the advertiser's travellers and other outside men be instructed to report to head-quarters any damaged poster that may be seen. Granted

that the average manufacturer resents letters from travellers other than those containing orders, or having immediate reference to orders in hand, a degree of enthusiasm could be fostered by requesting the traveller to send in a supplementary report as to the general impression which, in his opinion, the posters in the town visited have produced.

The cost of the bill being very much less than the standing charge for hoarding rental and posting, it is obviously false economy to employ anything but first-rate productions. Many firms adopting the method of insisting that the billposter shall use up all old stock before another fresh poster is produced, irrespective of whether results have justified the poster's appearance or not, have come to realise that it is in their interest to destroy any old stock of ineffective posters rather than pay further rental.

The size of bills in favour at present is the horizontal eight-sheet poster averaging 5 ft. high by 6 ft. 8 in. in width. This size will be found most useful for general purposes, as very large bills are frequently rejected by billposters, who naturally prefer to divide their spaces between as many customers as possible. A full list of names and sizes of posters is here appended.

Name.			S	ize i	n $i$	nches.
Crown				20	×	15
Demy				$22\frac{1}{2}$	×	171
Royal	, ,			25	×	20
Double Crown	. ,	٠,		30	×	20
Double Demy		٠,		$35\frac{1}{2}$	×	$22\frac{1}{2}$
Double Royal				40	×	25
Double Super	Royal			40	×	27
Quad Crown				40	×	30
Quad Demy				45	×	$35\frac{1}{2}$
Quad Royal				50	×	40
Mammoth				63	×	45
Leviathan				63	×	45
Guttenberg	t f		::	76	×	52

Until quite recently the generality of billposters have paid little or no attention to the arrangement of their hoardings, with the result that the public have, and with good cause, protested against the ugly effect of billposting in general. A new movement, however, has arisen among the more enterprising billposting firms, and a big effort is being made both to beautify the hoarding itself and to arrange the posters artistically. The beneficial effect of this movement is apparent, and the writer would suggest that its object will be attained more rapidly if manufacturers will insist, in their contracts, that the posters shall be artistically placed on hoardings designed to overcome the objections at present in evidence. There is no reason why a billposting hoarding should not become a picture gallery, although it must be remembered, of course, that the first object of such a picture is to attract and then hold the attention of the passer-by. Until this is accomplished billposting will not appeal to the better classes in the same way as it does to the less educated classes of the people at the present time.

### PLATING

In the matter of advertising by means of metal plates, transparencies and other devices, a few hints may be found useful.

PLATES.—These are made in varying thicknesses, usually of tin or thin sheet iron. For tramcars, omnibuses and the like it is advisable that they should not weigh more than two lb. to the foot, though for railway work they may be used in heavier grades. Tin plates are rapidly taking the place of sheet iron plates, and although several American and Continental manufacturers of these articles are at present flooding the market with cheap and flimsy productions, which may

possibly be found useful for internal shop work, the advertiser will be well advised to see that the plates he uses are made of good sheet tin, thoroughly coated and enamelled to prevent scratching and discolouration. In selecting a site on which to affix metal plates, this should be done with the object of securing the best position for the particular plate in hand, having regard to its size, shape and co'our. Care should be taken that a plate is not fixed close to another plate illustrating a competitive article, or near to one of similar shape, colour or general appearance. See that the plate is firmly fastened by means of screws and washers to prevent the enamel being chipped. In the case of stone walls, holes should be drilled and plugged with wood and putty and the plates screwed thereto. Economy should be practised in the distribution of plates. It is a relatively expensive form of publicity, and for this reason considerable discretion is necessary in the distribution and affixing of the plates.

### RAILWAY ADVERTISING

This form of advertising is divided roughly into two branches, *i.e.*, advertising on station buildings, fences, etc., by means of enamelled iron or tin plates, and advertising inside railway carriages by means of enamelled iron or tin plates, transparencies, framed cards, etc.

OUTSIDE RAILWAY ADVERTISING.—This branch is by far the more important at present and has attained a degree of organisation and value equal to that of bill-posting. It is more expensive than the latter, but if judiciously carried out is productive of first-class results.

The rights of advertising on the various railways are leased to contractors who will engage to supply and (or) fix advertising material on the systems under their control, at a fixed rate per square foot of space used per annum. This rate varies considerably with the total area of space contracted for, and it is useless to give an average figure, although the rates given below, which have come under the writer's observation, will give an idea of the charges made. It must, however, be understood that the figures shown are not in force all over the country, but refer to individual contracts only. Each contractor has his own rates and varies them according to circumstances. The figures are also exclusive of the actual cost of the plates themselves, which vary according to the number and colours used, from 1s. to 2s. 6d. per square foot. The rates referred to are:—

For a contract of about 20,000 square ft., 6d. to 8d.

per square ft. per annum.

For a contract of about 10,000 square ft., 1s. per

square ft. per annum.

For a contract of about 5,000 square ft., 1s. 6d. per square ft. per annum, and in varying sums up to 5s. per square ft. per annum for smaller contracts. In some cases £100 per annum is paid for spaces equal to about three sixteen-sheet posters.

A railway advertising contract is, as a rule, arranged for three years in the first instance, but as the life of a good enamelled plate varies from ten to fifteen years, silent renewals are usually made until the plates become useless. A contract should be so arranged that the owner of the plates may move them to fresh positions if necessary, without charge, during the term of exhibition. It should be arranged that credit shall be granted for the period during which the plate is not kept clean or, for any reason, not on exhibition, and that all vacant space under the contractor's control shall be offered for the client's inspection when the selection of positions is being made. The importance of this

last condition will be seen when it is realised that a contractor naturally endeavours to reserve certain spaces for the man paying a big price. The advertiser should also insist that the railway fares incurred by his representative, during the selection of positions and the periodical inspection of the plates (which is absolutely

necessary) be paid by the contractor.

For the information of any manufacturer desiring to embark on a railway advertising campaign, the writer would mention that the addresses of the contractors controlling the advertising can be obtained from the General Manager of the Railway Company. The railway companies do not, of course, assume any responsibility, and in placing a contract for railway plating the manufacturer must remember that he has to look to the contractor, and that no claim will be recognised by the railway company unless emanating from the contractor himself. The writer's remarks upon the improvement in billposting hoardings and the artistic arrangement of posters, also refer to this class of advertising. present, little attempt is made to arrange the plates artistically, neither are the sizes of the plates standardised; consequently a railway station usually presents a somewhat garish appearance. Manufacturers should see that improvements are made, and the first step in the reformation is the standardisation of sizes in the plates in use, and the manner in which they are arranged.

RAILWAY CARRIAGE ADVERTISING.—Another potent opportunity for advertising, hitherto but little used, is the railway carriage. When one comes to think of the length of time some of us are forced to spend in a railway carriage during the space of a year, and the reiterative value of a well-designed plaque or transparency or whatever form of advertisement is employed, it is somewhat

surprising that its possibilities have not been seized by advertisers long before this. It is true that at the present time the Railway Companies use their carriages for advertising their own systems, in a more or less half-hearted sort of a way, but advertisements of merchantable articles do not appear to have found their way into railway carriages to any great extent as yet.

It must be remembered that each traveller in a rail-way carriage is in such a position that he cannot escape the advertisement. He is bound to remain in the carriage for some time,—certainly long enough for the advertisement to have had an opportunity of fulfilling its mission. Remembering that an illustrated advertisement of this character is useless unless placed in the "line of sight" and in the hope that some day advertisers will wake up to the possibilities of railway carriage advertising and adopt it, the writer offers the following suggestions:—

There are three positions in which advertisements might be placed in railway carriages. The first is on the panelling immediately underneath the parcels rack. It may either take the form of a framed photograph or a neatly bevelled and highly enamelled plate, either of glass or zinc, but in the latter case it would have to be a much better production than the plates used for outside purposes. The plates should not be more than 12 to 14 in. long by 5 or 6 in. deep, to leave sufficient margin both above and below for effective display. The next position, though relatively less valuable, as it is somewhat out of the "line of sight" and is also apt to be obscured by luggage, is the space over the rack. To avoid any possibility of destruction by their coming in contact with passengers' luggage, they should take the form of strongly enamelled metal plates, firmly screwed into the timber work. The remaining position is that portion of the door immediately under the window, but in using this it will have to be borne in mind that passengers are apt to look to this portion of the compartment for the metal arrangement usually affixed there for the purpose of striking matches (in a smoking compartment, of course), and may use the advertiser's plate for that purpose.

One of the most tempting advantages of this class of publicity is also the fact that owing to the ever-changing character of the occupants of the carriages the advertisements would never tend to become stale and lose their reiterative quality, consequently the cost of changing the text and illustration is not necessitated as frequently as in some other forms of publicity. The cost per panel, in comparison with other charges, the writer suggests, should not exceed 2s. per annum.

### GABLE ADVERTISING

Although this is a comparatively new innovation in this country, it has for many years been the fashion abroad to utilise the gable ends of houses and other buildings for the purpose of advertising. This method is reputed to have emanated from Paris, which is somewhat strange in view of the stringent police and other restrictions with which advertisers are hampered in that city.

Gable advertising presents not a few advantages over billposting, the most notable of which are—the position being permanent it cannot be removed like a hoarding; it is possible,—and in fact a very usual custom—to secure a whole site for one particular advertisement: the space being large it can be seen a great way off: neither rain nor sun can readily destroy the advertisement as in the case of posters, the painting being guaranteed to last a certain period.

In choosing a position it will be found best to secure one which can readily be seen by persons coming up a street or road, or one that faces an open space where crowds are known to collect. If choice is given, select the gable which has the sun on it during the most fashionable part of the day for promenaders. Avoid a position that can be obscured by anything coming in between it and public view. For instance, a site may be selected in the winter, when trees are bare of foliage. It should be remembered that summer will bring with it branches and leaves to obstruct the view and render

the gable useless for advertisement purposes.

Whether the advertiser arranges for the lease of the gable himself or through an agent, he should insist upon a written contract being executed and signed by both the lessor and lessee. In some rare instances it is possible for an advertiser to obtain space free of charge, but even in this case the advertiser should, if at all possible, arrange that the space be allotted to him for three years as a protection against the owner being tempted to remove the advertisement in order to let the space, for some reason, to another. As the advertiser will of necessity have been forced to expend a considerable sum of money in painting, varnishing, etc., it is only fair that he should be protected in this manner. If the gable is paid for, then there is all the more reason why the advertiser should, in addition, secure from the owner a written memorandum clearly defining the risk and responsibility should the space be required for corporation, railway or building purposes between the date of occupation and the expiration of the term of three years. The writer has specified three years as it is not advisable to rent gables for longer periods because by the end of that time the advertisement will have grown on the public as a matter of course and have lost

its advertising value, or in any case it will be found at the end of that period that the wall will require repainting and the advertisement changing. If the gable is hired from an advertising contractor, arrange that instead of paying for the whole rent of the gable at the end of the first year, as is sometimes done, the cost of the painting and varnishing will be defrayed by the advertiser at the end of the first year and the rent of the space at the end of the third year. In this way contractors may be made to share with the advertiser the risk of losing the position should buildings be erected, or other operations, rendering the space useless for advertising purposes, occur in the interim. If it did nothing else, such an arrangement would have the effect of inducing the contractor to exercise considerable care in recommending positions that are likely to be interfered with, which would constitute a valuable safeguard to advertisers generally. Manufacturers contemplating this form of publicity should be cautioned against paying large rents for gables, and the writer's advice is not to close too hurri dly with any proposition put forward, but to subject it to careful thought and consideration from all points of view. Travellers should be encouraged to make enquiries from customers having suitable gables, and who are willing to let this space for advertising purposes. It will be found much less expensive in the long run for the manufacturer to deal direct with the person owning the gable than with any third party.

In the matter of designing a gable advertisement, it should be remembered that the advertisement will only be seen by passers-by during the very shortest possible time, and consequently the effect must be instantaneous in its appeal. Aim at a design as simple as possible, done in the most brilliant colours. A good effect can be obtained by the principal wording

being painted in white on a deep blue ground, with a broad yellow border round the whole. Any uneven or unoccupied space left over should be painted a neutral tint of grey or brown which will help to throw out the brilliance of the design.

Although advertisements painted on gables play a prominent part in outdoor publicity at the moment, there is an increasing tendency on the part of some advertisers to use large metal plates in place of painted designs. This may be attributed to the fact that, whilst the average life of a painted gable is put down at three years, a metal plate is usually calculated to last five times as long. But those who prefer to use plates instead of painted gables will only use them after they have satisfied themselves as to the advertising value of the position. In the writer's opinion it is far better for the advertiser to use a painted gable first, and then at the expiration of three years, metal plates can be employed, when the position has proved its value. Arrangements for an option to renew the use of the site could be made at the outset.

### TRANSPARENCIES

This is the name given to the illustrative matter employed for fixing on to the glass part of shop doors, windows, etc. They should invariably be placed before a light or below the line that divides the shop window or door, and it should be seen that they do not overlap on to the beading or rim of the window. In the case of a door, it is advisable to fix them as near to the handle end as possible, and if it is possible to monopolise the centre portion of either window or door so much the better, because if any other advertiser comes along, he must put his transparencies either below or alongside, that is, the farthest from the handle, or, in the case of a window,

### POSTER RECORD

Sizes and Particulars.	
No. of Bills.	
Contractor.	
Population.   Chief Industry	
Population.	
Town.	

### GABLE ADVERTISEMENTS

Options.	
Painted by Options.	
Price of Term.	
Leased from.	- —
Size of Wording.	
Street or Road.	· · · · · · · · · · · · · · · · · · ·
Town.	

either below or above the transparency already fixed. The most important point to watch, however, is that both plates and transparencies are fixed well in the "line of sight." By this is meant just that portion of the wall, door or window, where it will meet the gaze of persons of average stature. For this reason the writer suggests that to gain the best results the height for fixing should never be more than 5 ft. nor lower than 4 ft. When fixing a transparency it is important that every air bubble be extracted from between the transparency and the window, and to do this quickly and effectually care must be taken that plenty of water is placed both on the window and on the transparency and a "squeegee" used to obtain a close contact.

The cards as shown on pages 56 and 57 will be found useful for keeping records of poster and gable advertisements.

#### CHAPTER VII

#### POSTAL ADVERTISING

POSTAL advertising, that is advertising by means of letters, circulars, catalogues and booklets addressed direct to customers and forwarded to them through the medium of the post office, is not a new method of securing business. Mail order advertisers both in this country and in America have efficient organisations for the purpose, and in most of the successful firms dealing direct with customers, the volume of work attendant upon this method has reached gigantic proportions. Every reader of this chapter will be familiar with the printed matter reaching him from firms in response to an application for a catalogue or booklet or sample, and the person engaged directly in commerce will be able to form an opinion as to the volume of postal advertising matter which reaches him during the space of a year. It has been said, possibly with a degree of accuracy, that the average business man resents advertising literature being sent to him through the post. A letter reaches him amongst his ordinary daily correspondence, only, when opened, to be found that it is some uninteresting matter in the shape of an advertised proposition. The feeling created in his mind by the fact that he has wasted so many minutes in opening a letter only to find that it is an appeal for his custom may have the result of the letter being destroyed.

Granted that this is not an uncommon attitude adopted by many recipients of postal advertising matter, the fact remains that a certain proportion of such matter does receive the attention anticipated by the

sender,—that is, a careful perusal of the facts such printed matter is intended to convey. The point, therefore, in postal advertising is, to subject every other object to the primary mission that the recipient shall read, and read with interest, what the advertiser has to say. Indeed one might almost say that the question at issue is not how to get the advertising matter read but how to get it even looked at, and to check its hurried transition from the hands of the recipient to the waste-paper basket. Most people of experience, especially those used to the handling of heavy mails, can almost intuitively guess the contents of an envelope. An envelope frequently betrays its contents by its shape, size, and colour. Those bearing post-office marks in lieu of stamps or those with the flap turned in and franked with a halfpenny stamp stuck on in haphazard fashion are speedily dropped. Those of fantastic design, unusual shape or with some catchword printed on are quickly laid aside and forgotten. But those that are received in envelopes of ordinary business size, made of good paper, neatly typed, stamped and carefully sealed, are invariably opened and their contents scanned.

The first, and possibly the most important thing to which the would-be postal advertiser should turn his attention, is his mailing lists—that is, the list of persons or firms whom he believes will be interested in the

proposition he desires to put before them.

It is a well-known fact that the compilation of mailing lists of names likely to result in actual clients is, at the moment, developing into an important branch of advertising, and numerous individuals, also a few companies, claim to be able to compile lists of names, which in their opinion will prove of value as businessbringing mediums to manufacturers and others. Those conversant with the inner workings of commerce and finance know that various methods are adopted to obtain reliable names, from careful compilations taken from directories and other publications, with due regard to knowledge of localities, social status, and rentals, to the interchange of lists of known investors and others.

How far these methods succeed is difficult to say. Those engaged on the compilation of such lists are, of course, optimistic, whilst the actual users of them are naturally reticent. But, from common reasoning, one may be safe in affirming that any proposition, especially a financial proposition, reaching anyone of ordinary intelligence, may in some cases create a feeling other than of interest. The fact that such matter has been sent unsolicited naturally raises a feeling of curiosity, if not suspicion, in the minds of the recipients, and in the writer's opinion it would need an additional amount of palpable sincerity in the proposition itself to counteract that feeling. These remarks refer, of course, only to the advertising matter emanating from purely financial houses which to-day appear to lay great value on postal advertising as a method of increasing their clientèle.

In the case of a manufacturer wishing to bring his goods before the notice of customers, however, matters are simplified, because at the outset it can be made apparent to the person to whom the letter is addressed that the manufacturer intends to give value for money.

"Follow-up" methods, to use a hackneyed though sufficiently explanatory expression, are important adjuncts to all postal advertising schemes. To send out one letter, and then expect results, is a mistake frequently made by some advertisers, and although if the proposition is sufficiently alluring results may be anticipated, it will generally be found that more than one communication is necessary to bring about business. For this reason the postal advertiser will do well to calculate carefully at the outset the actual figure he is prepared to expend on such of the names on his mailing lists, having regard to cost of printed matter, handling, folding, postage, etc., and so arrange a series of letters accordingly, to be posted at carefully graded intervals on the lines suggested in the foregoing.

Facsimile letters, or form letters as they are sometimes called, are mechanically reproduced copies of typewritten letters, set up and printed in type to imitate genuine typewritten matter as closely as possible. Numerous machines for the production of these letters are now on the market, and the acme of excellence may be said to have been reached if one carefully examines the productions which emanate from leading houses specialising in this class of work. As it is, therefore, quite an easy matter for the advertiser to secure perfection in his form letters, so far as printing is concerned, and as nothing more need be said on the point, the writer purposes to confine his remarks to the principles which require to be carefully studied in the actual composition of the letter itself.

Form letters are invariably intended to reach a large circle of prospective customers and experience teaches that it is no easy matter to compose a letter which will inevitably appeal to a large number of recipients. Human nature is so complex, and temperaments so diverse that one cannot even strike a middle way and hope to be successful. The chief difficulty with which the composer of a form letter is confronted is, "How can I get directly at the desires or inclinations of this hundred and one prospective buyers? How can I smooth away their prejudices, create interest, secure

their orders?" The following suggestions are offered:—

The first thing the writer of form letters must always have in mind is the firm conviction that every one of the names on the mailing list before him is a likely buyer of his goods, and he may take comfort in the reflection that, if his mailing list has been carefully compiled and intelligently classified, his conviction will, in the majority of cases, prove correct. If the mailing list is a large one it should be sub-divided under different headings until a properly classified list of names is secured, each individual name varying in its value as a prospective customer. When this has been done a form letter should be composed such as the writer believes will appeal to that one particular class of person. He should, for the moment, forget all about the other sub-divisions, and concentrate his efforts in an attempt to write a letter which will appeal personally, not collectively, to each of the names before him, looking at the whole as if they were one individual whom he is endeavouring to interest or convince. When he has succeeded in writing a letter which he considers will appeal to the one individual, he will have produced a letter which will inevitably appeal to every person whose name appears on the list before him, and just so far as the writer of form letters is able to forget the fact that he is appealing to a number instead of to one individual, in equal ratio will be the success of his efforts. The opening paragraphs of some form letters give the reader an idea of the purpose for which the letter has been addressed to him. This is a mistake. The aim should be to frame the opening paragraphs so as to bring the reader to believe unconsciously that a common interest exists between the writer and the person addressed. The whole letter should be designed

with the intention of producing a reply wherewithal to furnish some basis for intelligently dictated personal correspondence to follow, gradually leading up to securing a client for the particular commodity or proposition which forms the subject of the letter; and here it should be said that advertising by means of form letters should never be judged by the direct results achieved,—that is upon the percentage of replies received. The cumulative effect of efficiently handled form letter advertising is a quantity frequently overlooked by advertisers. To sum up essential details. Aim at clearness and conciseness of expression and description. Ambiguity or prolixity should be carefully guarded against. Make the style of the letter as interesting but yet as businesslike as possible. The reader's interest must be stimulated and maintained throughout if the letter is to be perused. Do not attempt to cover too wide a field of prospects. If it is possible to specialise on one salient feature, or urge one sound argument in each letter, it is better than attempting to cover the whole field of possibilities at the risk of producing too lengthy a communication. Avoid platitudes: the person to whom you are writing will probably be acquainted with the meaning of the words "cum grano salis." See that your stationery is as perfect as it is possible to get it. Avoid halfpenny postage.

In sending out letters it will be found advantageous to see that this is done at set periods and at opportune times. Post on Saturday to private people so that the letter reaches its destination on Sunday when most people have leisure time in which to study their correspondence. To business people post on Monday so that the communication may reach them on Tuesday,

—generally the lightest mail day in the week.

Classification of mailing lists should not be entrusted

## FOLLOW-UP CUSTOMERS

Name		Address		
Enquiry recd. through.	gh.			
Price List Sent.	Follow-up Letters Sent.	Special Letters Sent.	Special Final Offer Sent.	Order Received.
		C		

to any irresponsible person, but to someone having an intimate knowledge of the article advertised and possessing sufficient intelligence to differentiate between likely and unlikely buyers. In the case of postal matter intended to reach the hands of merchants and others, the manufacturer will readily realise the value of such differentiation. Directories and other publications dealing with his own particular trade will be found sufficient for his purpose. With these before him, aided by someone having a knowledge of the requirements of his customers, a sufficiently comprehensive and workable basis for an efficient mailing list will be arrived at.

The table shown on page 65 will prove useful in keeping track of each name received in reply to an advertisement. A fixed number of letters, etc., should be sent before the matter is allowed to drop. Should no business result then the card should not be destroyed. It may be found desirable to use it again later for "special offers," or at least it will serve the purpose of a record of names of those applicants whom the advertiser has reason to believe are merely free-sample seekers.

#### CHAPTER VIII

TYPOGRAPHY, ELECTROS, WOODCUTS, ETC.

In order that the advertiser may be enabled to instruct the printer, or intelligently follow the suggestions submitted to him from time to time, it is necessary that he should be familiar with a few of the essentials of

typography.

In the printing trade, types are given distinctive names to indicate their size, shape and character. On the following pages are shown a few specimens of the leading sizes and shapes used in printing advertising literature, but it must be remembered that there are now so many new varieties of types constantly appearing on the market, that it would be an utter impossibility for any printing firm to stock even a small proportion of the types at present in existence. As the manufacture of type proper does not come within the scope of this work, the following brief particulars will serve all useful purposes.

The letter portion of the type is called the "face" and the solid portion serving as a mount for the face is called the "body." The small continuation part of the body of the type, a little below and above the line itself, is called the "shoulder." This shoulder is provided to give support to the lower-case letters having up or down strokes such as g, b, h, f, p, etc. When space is required the printer uses strips of lead, cast in different thicknesses, for the purpose. Types set close together are said to be "set solid," and when spaced

out, "leaded."

Types set close are said to be set solid; when spaced out leaded.

Types set close are said to be set solid; when spaced out leaded.

Up to within a few years, only one method of describing the sizes of type was in vogue, viz., that of giving distinguishing names only, such as "pica," etc. To indicate the sizes of type faces, the words "2-line" "3-line," "4-line," etc., were used. By this means it was understood that the "body" of the type was twice, thrice or four times the depth of the type named. This system did not, however, carry with it a sufficient degree of accuracy such as is required to-day, owing to the fact that there was no fixed standard measurement of the sizes of types, and it was frequently found that, twenty lines say of any particular type cast by one founder, would equal only eighteen or nineteen lines cast by another founder. It is to America that we owe the creation of the "point system" now universally adopted by progressive printers. This system consists of a standard of measurements for types, it being understood that a "point" is equivalent to  $\frac{1}{72}$  of an inch. Thus the difficulties of "lining up," and, in composition, of the type, have been reduced to a minimum. All typefounders now cast on the "point" system, and in some instances they adopt a standard point body set and line, that is all letters are cast to definite " points" in both width and depth, and the beard below the type face to a definite "point" measurement. It is also recognised by both founders and printers that the type "face" is cut to fit the type "body" in contradistinction to the old method of irregular sizes.

As it will be frequently found desirable to increase

or decrease the size of type to bring matter within a certain number of pages, the following method will be found quite accurate for all purposes. As the "point system" is now in general use, it is advisable to base all calculations on the "points" contained in the "em" of each size of type to be dealt with. As an instance, assume that a given job consists of sixty-four pages set in 6-point (Nonpareil), and it is desired to ascertain how many pages it would make if re-set in 10-point (Long Primer); all that is necessary is to compute the number of points contained in the "em" of the two sizes and work out in proportion as follows:—

$$6 \times 6 = 36$$
 points to 6 points em.  
 $10 \times 10 = 100$  points to 10 points em.  
 $\frac{\text{Pages set 6-pt.}}{64} \times \frac{\text{Pts. in 10-pt. em.}}{100} - \frac{\text{Pts. in 6-pt. em.}}{36} = 177 - \frac{7}{9}.$ 

Answer =  $177\frac{7}{9}$  (say 178) pages set in 10-pt. type.

As another instance, a volume of 500 pages set in 12-point (Pica) solid is given out with instructions to reduce it to 250 pages only. What size of type will have to be used to make the reduced quantity, the size of page remaining the same? It would be worked out as follows:—

$$\frac{\text{Pages required}}{250 \text{ pages}} \times \frac{\text{Points in Pica (12-pt.) em.}}{144} - \\ \frac{\text{Pages set in}}{500 = 72}$$

The answer (72) represents the number of points in

the em of the type required, 8-point leaded with 1-point leads, viz., width of 8-point em. 8-points, depth of 8-point type with 1-point lead added = 9 points, therefore  $8 \times 9$  equals 72.

Specimens of types, etc.:—

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern facilities" be ROMAN OLD STYLE. Nonpareil (6 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern ROMAN OLD STYLE. Brevier (8 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly ROMAN OLD STYLE. Long Primer (10 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary.

\*\*ROMAN OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known CHELTENHAM OLD STYLE. Long Primer (10 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what CHELTENHAM OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what are commonly known as "modern SANS. ITALIC. Brevier (8 point).

In the whole industrial world to-day there is no business in which it is so vitally necessary that what  $BOLD\ SANS.\ Nonpareil\ (6\ point).$ 

In the whole industrial world to-day there is no business in which it is so vitally  $BOLD\ SANS.\ Brevier\ (8\ point).$ 

In the whole industrial world to-day there is no business in which it is so BOLD SANS. Long Primer (10 point).

## In the whole industrial world to-day there is no business in

BOLD SANS. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-MONOTYPE, OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-MONOTYPE, OLD STYLE ANTIQUE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces
GALLIC OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in CURTIS POST OLD STYLE. Pica (12 point).

#### In the whole industrial world today there is no business in which

MORLAND OLD STYLE. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so vitally neces-

CONDENSED SANS. Pica (12 point).

In the whole industrial world to-day there is no business in which it is so

LINING GOTHIC. Pica (12 point).

#### INITIALS









48 point.







60 point.





54 point.















24 point.

# Thin. Double Thin. Medium. Double Medium.

6 point.

8 point.

Blocks, Electros, Woodcuts, Stereos, Etc.

Designs and illustrations are reproduced in magazines and newspapers, catalogues, etc., by means of blocks, hand engraved on wood or mechanically etched on metal so that they may be set up with letterpress. The term "process blocks" is generally applied to all forms of illustrative reproductions for letterpress use, other than wood engravings, but the correct distinction is as follows:—

- (a) A mechanically-etched half-tone plate (half-tone process block).
  - (b) A mechanically-etched line plate (line block).
  - (c) An engraving on wood (woodcut).
- (d) A relief effect reproduced by photography from clay-modelled design (clay-modelled half-tone block).
  - (e) A copper-faced duplicate of above (electro).

(f) A stereo (literally, a casting of type metal from

any of the above).

(A) HALF-TONE PROCESS BLOCKS.—These, on account of the shallow space between the dots on the printing surface, can only be printed with the best results on highly coated and calendered printing papers, such as are in general use in illustrated magazines, etc. As the name implies, half and finely graduated tones of a photograph or a wash-drawing may be reproduced by their use. They form the only medium by which very fine gradations of light and shade can be printed with letterpress. In producing the block, the design is photographed through a ruled glass screen on to a sensitised plate which, after development, becomes a negative of the design. The screen causes the picture to be broken up into a series of dots varying in thickness, the fine dots producing the high lights and the medium and heavy dots the half tones and deep shadows. print of the negative is then taken on a prepared copper or zinc sheet, which, after suitable treatment, is immersed in an acid bath. The unprotected metal between the dots is thus etched away, and the necessary relief obtained. Having been trimmed, the metal plate is mounted on wood to the height of type, and is then ready for the printer. A point to remember, in ordering the use of half-tone blocks, is that the rougher the paper to be printed upon, the coarser should be the screen used. It is therefore essential that the block manufacturer should be made acquainted with the whole details of the purpose for which the half-tone is required. Price varies from 3½d. (65 screen for rough work) to 9d. (150-screen for high grade work) per square inch.

(B) LINE BLOCKS.—On account of the high relief of the printing lines, this class of block is suitable for

use on inferior or rough surface papers. They are largely used in newspaper work, owing to the few difficulties they present in rapid printing. A line block may be made by photographic means, as in the case of half-tone blocks, but without the necessity for the use of the screen, or by drawing upon zinc with a medium of bitumen dissolved in benzine. In the latter case, when subjected to heat, the bitumen becomes an acid "resist" to use the technical term, and the plate being immersed in a diluted nitric acid bath, the intervening spaces between the lines of the drawing are etched away, leaving the printing lines in high relief. After trimming and mounting the block is ready for use. Price per square inch for line zincos varies from 2d. to 6d.

(C) Wood Engravings.—In the preparation of wood engravings, the pictures or designs to be cut in the wood are first photographed or drawn upon a finely prepared surface of boxwood. The engraver then proceeds to remove the high lights leaving the design in relief. Great skill is necessary to engrave the figures in high-class illustrations, and owing to the length of time taken, and the consequent high cost of production, wood engravings have largely, for advertising purposes, given place to the more rapid and less expensive process blocks. Nevertheless the superiority of the wood engraving, by reason of its sharpness of character, still holds its own and is in constant demand where essential details require to be brought out clearly and minutely. Owing to the delicate nature of fine lines in wood engravings, it is advisable not to print therefrom but to obtain electros. Price varies from 1s. to 3s. 6d. per square inch.

(D) ELECTROS AND STEREOS.—These are merely castings or duplicates of the original block, whether wood or process blocks. In the manufacture of electros

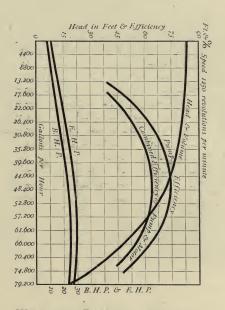
an impression in wax is taken from the half-tone or woodcut, and upon this a fine and thinly-spread film of copper is electrically deposited, the shell afterwards being backed up with metal. In the case of stereos a matrix of papier-mache is taken from the original block, and castings obtained from this mould in the usual way. Both electros and stereos are planed down to an uniform thickness, and then mounted upon a hard wood base, to the height of the type with which they are to be used. Prices, electros 1d. to 1½d. per square inch. Stereos ½d. to ¾d. per square inch.

(E) Duplicates of Colour Blocks.—Hard-metal nickel-faced stereos. Duplicates of tricolour blocks are successfully made by this process. The cast is made from a plaster mould, and afterwards nickelled on the face to obviate oxidation when in contact with coloured inks. The brittle nature of the metal renders the plates subject to cracking during printing—a disastrous feature in colour work—and shrinkage, caused by the cooling of the metal plate, also detracts from their utility. The price of these stereos is 1¼d.

per square inch.

GALVANO ELECTROS.—On account of the difficulty in obtaining perfect duplicates of tricolour blocks, the commercial success of the process was greatly retarded, but the obstacles have now been removed by the introduction of the "Galvano" process of electrotyping, which, briefly described, is as follows:—An impression of the block is taken on a series of layers of lead and a composition, of which latter beeswax forms the basis. A feature of this metallic composition is that the mould may be used repeatedly for the making of copper shells to the requisite numbers, which ensures an uniform series of duplicates. A faithful reproduction of all the dots of the half-tone blocks is made, and it is

quite impossible to detect a difference between the original block and the electro in the printed result. The price of Galvano electros from tricolour blocks is  $2\frac{1}{2}d$ . per square inch  $(7\frac{1}{2}d$ . per square inch of printed surface).



#### WAX ENGRAVING PROCESS

For Newspapers and Magazine Work.

The lettering being moulded from actual type gives a very neat appearance to the block. This process is much in favour for the production of maps, diagrams, charts, etc.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.



### HALF-TONE FROM WASH DESIGN 150 lines to the inch.

Suitable for high-class illustrations for books, magazines, trade catalogues, etc. Printed on coated or art papers.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.



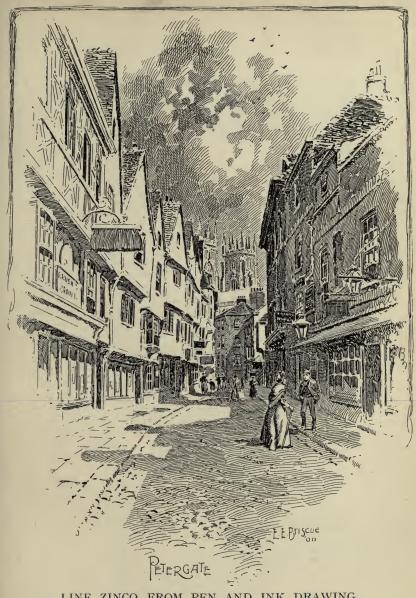
LINE ZINCO. DECORATIVE LINE WORK Reproduced by the courtesy of Messrs. John Swain & Son, Ltd.,  $89/90\,$  Shoe Lane, Fleet Street, E.C.



#### SHADOWGRAPH LINE ZINCO

For newspaper advertising, but shows best on coated papers. From Shadowgraph drawing in flash washes.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.

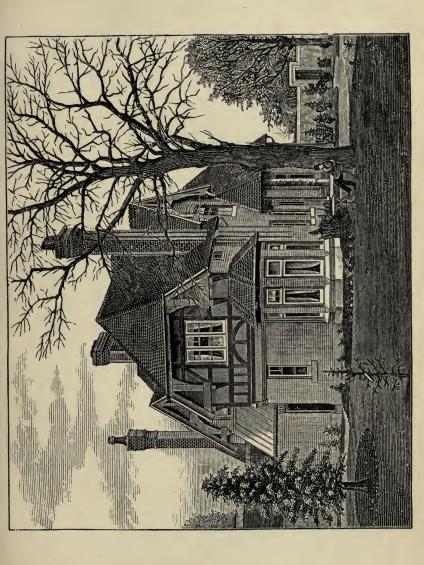


LINE ZINCO FROM PEN AND INK DRAWING Reproduced exactly line for line. Suitable for printing on slightly rough paper.

Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., \$89/90 Shoe Lane, Fleet Street, E.C.

#### WOOD ENGRAVING

For daily paper work, booklets advertising hotels, estates, etc., and all printed matter where inexpensive papers are used. Reproduced by the courtesy of Messrs. John Swain & Son, Ltd., 89/90 Shoe Lane, Fleet Street, E.C.



#### SYMBOLS USED IN THE CORRECTION OF PRINTERS' PROOFS, ETC.

As the advertiser will find it to his advantage to familiarise himself with the method adopted in the correction of the printed matter, the writer has thought it advisable to include some explanation of the symbols most generally in use. The following brief particulars will serve all purposes :-

4 */	<i>(</i> )
1. i/-	One of the first lessons in the Phil-
2. L. caps	One of the first lessons in the Philosophy of Life is to realise and accet without birerness or loss of leart
3. <sub>^</sub> /p	without biterness or loss of Heart
4. <sub>^</sub> /t	the unattainableness of the ideal.
5. s. h	Can you imagine the best; it is far
6. Tr.	Can you imagine the best; it is far more difficult to achieve the second
7. Tr.	hart. The heights has smart asset
8. Tr.	best. The heights by great men
9. Tr.	reached and kelp have invarably
10. <sub>A</sub> /n	been won in the teeth of clethed antagonisms, not through the favor
11. d/-	antagonisms, not through the favor
12. <sub>^</sub> /u	or propitious circumstances but by
13. Run on	vigorous and sustained
14. l.c.	effort. All Mistory teems with examples
	of this.

(1) Substitute "i."

(2) Large capitals required here.

(3) "p" omitted. (4) "t" omitted.

(5) Small "h" required.

(6) Transpose. "You can . . .

(7) Transpose "ieve."

(8) Transpose "kept."

(9) Transpose "invariably."

(10) "n" omitted.

(11) Delete (take out).

(12) "u" omitted.

(13) Run on same line.

(14) Lower case (small letter).

The following are also employed:—

1/-Bring down.

"Itals." Insert italics here.

(.)/-Full stop here.

(:)/-Colon here.

Query mark here. (?)/-Semi-colon here. (;)/-

(,)/-Comma here.

(')/-Apostrophe here.

(-) Hyphen here. Ev. spc. Space evenly.

Bring these closer together.

New paragraph commences here. Par:/ Read in as before. Struck out in error. Stet

Type requires aligning.

If corrections are numerous, it is advisable to number each symbol as shown in the margin. When finally completed and no further corrections are necessary, the word "Press" should be written on each page. If further proofs are required, the words "furnish proof "should be written on each page.

Sizes of Printing Papers in General Use

Foolscap  $13\frac{1}{2} \times 17$  ins. Crown  $15 \times 20$  ins. Demy  $17\frac{1}{2} \times 22\frac{1}{2}$  ins.

Medium  $18 \times 23$  inches. Royal  $20 \times 25$  ins. Large Post  $16\frac{1}{2} \times 21$  ins. Super-Royal  $20\frac{1}{2} \times 27\frac{1}{2}$  ins. Imperial  $22 \times 30$  ins.

24 sheets—one quire.

20 quires—one ream.

480 sheets—one inside or ordinary ream.

516 sheets—one perfect ream.

#### SIZES OF CARDS

Thirds  $1\frac{1}{2} \times 3$  ins. Half large  $2\frac{1}{2} \times 3$  ins. Extra thirds  $1\frac{7}{8} \times 3$  ins. Small  $2\frac{3}{8} \times 3\frac{5}{8}$  ins. Half smalls  $1\frac{3}{4} \times 2\frac{3}{8}$  ins. Large  $3 \times 4\frac{1}{2}$  ins.

Number of cards to be cut out of a sheet of Royal—thirds 96, smalls 50, large 32.

#### Sizes of Pasteboards

Royal 20  $\times$  25. Postcard boards  $22\frac{1}{2} \times 28\frac{1}{2}$  ins.

#### PAGE MEASUREMENTS FOR BOOKWORK

	ems pica.		ems.
Foolscap 8vo	$18 \times 32$	Demy 8vo	$24 \times 42$
,, 4vo	$30 \times 41$	" 4to	$42 \times 54$
Crown 8vo	$21 \times 41$	Royal 8vo	$27 \times 48$
,, 4to	$34 \times 48$	,, 4to	$48 \times 64$

#### STRAWBOARDS

The size most generally used is  $25 \times 30$  inches, and the thickness is indicated by the weight of the board, viz., one pound board, two pound board and so on. The market price varies, but averages about £5 to £6 per ton, according to the weight of the board.

#### CHAPTER IX

#### CLASSIFIED LIST OF PERIODICALS

#### LONDON DAILY NEWSPAPERS

NAME.	ADDRESS.
Daily Chronicle	80 Fleet St., E.C.
Daily Express	23 St. Bride St., E.C.
Daily Graphic	Tallis St., E.C.
Daily Herald	Victoria House, Tudor St., E.C.
Daily Mail	Carmelite House, Tallis St., E.C.
Daily Mirror	11–12 Whitefriars St., E.C.
Daily News and Leader	67 Fleet St., E.C.
Daily Sketch	14 Tudor St., E.C.
Daily Telegraph	135 Fleet St., E.C.

Evening News
Evening Standard and
St. James' Gazette

Carmelite House, Tallis St., E.C. 102 Shoe Lane, E.C.

Financial News Financial Times Financier and Bullionist 11 Queen Victoria St., E.C.
72 Coleman St., E.C.
54 Wool Exchange, Coleman St., E.C.
367 Strand, W.C.

Morning Advertiser Morning Post

Globe

127 Fleet St., E.C. 346 Strand, W.C.

Pall Mall Gazette

Newton St., Holborn, W.C.

Sporting Life Sportsman Standard Star

Times

148 Fleet St., E.C. 139–140 Fleet St., E.C. 102–105 Shoe Lane, E.C. Stonecutter St., E.C.

.

Printing House Sq., E.C.

Westminster Gazette

12 Salisbury Sq., Fleet St., E.C. 87

7-(1713)

#### CLASSIFIED LIST OF PERIODICALS, ETC., PUBLISHED IN GREAT BRITAIN

NAME.

Address.

Accounting and Actuaries—Accountant, The 34
Accountants' Journal Accountants' Magazine Incorporated Accountants'

Journal

Advertising-Advertising Advertising World Billposter

Printers' Ink

Aeronautics-

Aero Aeronautics Aeroplane, The Flight

Agriculture— Agricultural Economist

Country Gentleman and Land and Water Farm and Home Farm, Field and Fireside

Farm Life

Farmer and Stockbreeder Journal of the Board of Agriculture

Live Stock Journal

Mark Lane Express Scottish Field

Almanacs-Old Moore's Almanac Whitaker's Almanac

Zadkiel's Almanac

Amusements (see Music, Theatrical, etc.)-Animals (see Domestic Pets and Horses)—

Antiquities (see Archæology)-

Archæology-Antiquary

Folklore

Herdmans' Miscellany

34 Moorgate St., London, E.C.

18 Giles St., Edinburgh 4 King St., Cheapside, E.C.

101 Fleet St., E.C. 5 Norfolk St., Strand, W.C. 4-5 Warwick St., W.C. Donnington House, Norfolk St.,

20 Tudor St., E.C. 89 Chancery Lane, W.C.

166 Piccadilly, W.

W.C.

44 St. Martin's Lane, W.C.

92 Long Acre, W.C.

36-38 Southampton St., Strand, W.C.

17 Furnival St., E.C.

3 Wellington St., Strand, W.C.

Hatton House, Great Queen St., E.C.

6 Essex St., E.C.

3 Wellington St., Strand, W.C.

8 Breams Buildings, Chancery Lane, E.C.

3 Wellington St., Strand, W.C. 11 Bothwell St., Glasgow

5 Pilgrim St., E.C.

12 Warwick Lane, E.C.

14 Red Lion Ct., Fleet St., E.C.

62 Paternoster Row, E.C. 57-59 Long Acre, W.C.

88 Princess St., Bishop Auckland

ADDRESS.

Journal of the British

Archæological Association

Miscellanea Genealogica et 140 Wardour Street, W. Heraldica

Reliquary and Illustrated

Archæologist

Architecture and Building (see also Timber)—

Architect and Contract Reporter

Architectural Review Builder

Builders' Journal Building News

Building World

Contract Journal

Contractors' Chronicle Journal of Clerks of Works

Association Plumber and Decorator

Art (see also Photography)— Art Decorator

Art Journal

Connoisseur Journal of Decorative Art 260 Oxford Rd., Manchester Astrology—

Coming Events Modern Astrology Astronomy—

Journal of the British Astronom<sup>i</sup>cal Society

Athletic News

C. B. Fry's Magazine Bakers-

Baker and Confectioner Bakers' Record

Bakers' Times British Baker

Observatory

Band of Hope (see Temperance).

22 Sackville St., E.C.

4 Snow Hill, E.C.

6-11 Imperial Bldgs., Ludgate

Circus, E.C.

Caxton House, Westminster, S.W.

4 Catherine St., Strand, W.C. Caxton House, Westminster, S.W. Effingham House, Arundel St.,

Strand, W.C.

La Belle Sauvage, Ludgate Hill, E.C.

Temple Chambers, Temple Ave.,

E.C. 48 Gray's Inn Road, W.C.

4 Ham Park Rd., Stratford, E.

46 Cannon St., E.C.

Army (see Military Service).

33 King St., Covent Garden 7 City Gardens, Row, City Rd.,

N. 95 Temple Chambers, E.C.

97a Grange Road, Birkenhead 7 Imperial Arcade, E.C.

Eyre & Spottiswoode, East Harding St., E.C.

7 Red Lion Ct., Fleet St., E.C. Athletics (see also Physical Culture and Sporting)—

Withy Grove, Manchester Southampton St., Strand, W.C.

61–62 Chancery Lane, W.C.

68 Farringdon St., E.C. 155 High Street, Lewisham, S.E.

38 Shoe Lane, E.C.

Banking (see Finance and Investments). Baptist (see Religious).

ADDRESS.

Bee-keeping-

Beehive

Bee-keepers' Record

British Bee Journal Birds (see Domestic Pets). Bits and Selections-

Answers

Cassell's Saturday Journal

Great Thoughts

Ideas

Horner's Weekly Illustrated Bits Illustrated Chips Pearson's Weekly

Scraps

Spare Moments

Tit-Bits . Yes or No

Book Trade— Book Monthly .

Bookman

Bookseller and Stationer Publishers' Circular

Bulletin of New Books Boot and Shoe Trades (see also Leather trade)-

Boot and Shoe Retailer

Shoe and Leather Record

Shoe Manufacturers' Monthly

Botany (see also Gardening)—

Botanical Magazine Journal of Botany

Kew Bulletin

Brewing (see also Licensed Victuallers)— Brewer and Wine Merchant 73 Farringdon St., E.C.

Brewers' Gazette Devonshire Sq., Bishopsgate St., E.C.

Brewing Trade Review

13 Little Trinity Lane, Upper Thames St., E.C.

Butchers—

Cold Storage and Ice Trades 30 Oxford Ct., Cannon St., E.C. Review

Meat Trades Journal 63 Long Lane, Smithfield, E. Cabinet and Upholstery Trades (see Furniture Trade).

21 Berners St., E.C.

8 Henrietta St., Covent Garden, W.C.

23 Bedford St., Strand, W.C.

23 Bouverie St., E.C.

La Belle Sauvage, E.C.

Temple House, Tallis St., E.C. Withy Grove, Manchester

26-29 Bouverie St., E.C. 13 Milford Lane, E.C. 26-29 Bouverie St., E.C. 17 Henrietta St., E.C.

Red Lion House, Red Lion St.,

12-13 Fetter Lane, E.C.

Southampton St., Strand, W.C. 2-3 Hind Ct., Fleet St., E.C.

4 Stationers Hall Ct., E.C. 27 Paternoster Row, E.C.

88 Fleet Street, E.C.

719 Adam St., Adelphi, W.C. 4 Stationers Hall Ct., E.C.

Boot and Shoe Trades Jrnl. 72-77 Temple Chambers, E.C.

46 Fleet Street, E.C. 40 Finsbury Sq., E.C.

26 Corridor Chambers, Leicester

6 Henrietta St., E.C. 54 Hatton Garden, E.C.

Wyman & Sons, Fetter Lane, E.C.

Address.

Canada (see Colonies and Possessions).

Carriage Builders-

Automobile and Carriage 16 Eldon St., E.C. Builders' Journal

Coachbuilders' and Wheelwrights' Art Journal

Cats (see Domestic Pets).

Chemists and Druggists-

Analyst

Chemical Trade Journal Chemist and Druggist

Journal of the Chemical

Society Pharmaceutical Journal

Chess-

British Chess Magazine

Country Life Gentlewoman

Graphic Hearth and Home

Illustrated Bits Illustrated London News Illustrated Sporting and

Dramatic News Ladies' Field

Lady

Lady's Pictorial Onlooker

Pears' Annual Queen, The

Sketch Sphere Tatler

T. P.'s Weekly

Truth Vanity Fair Yachting World Yachtsman

Church (see Religious). Civil Service—

Civil Service Candidate Civil Service Competitor Civil Service Gazette Civil Service Hints

64 Long Acre, W.C.

2-8 Orange St., E.C. 265 Strand, W.C.

42 Cannon St., E.C.

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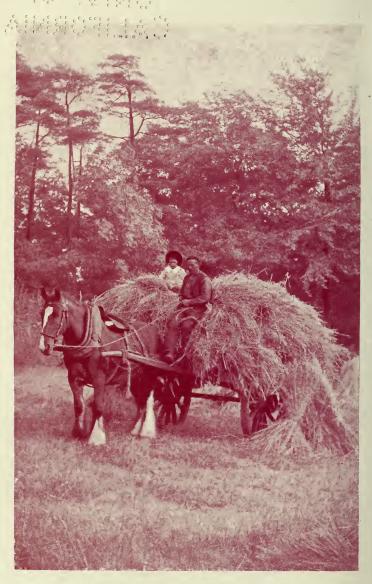
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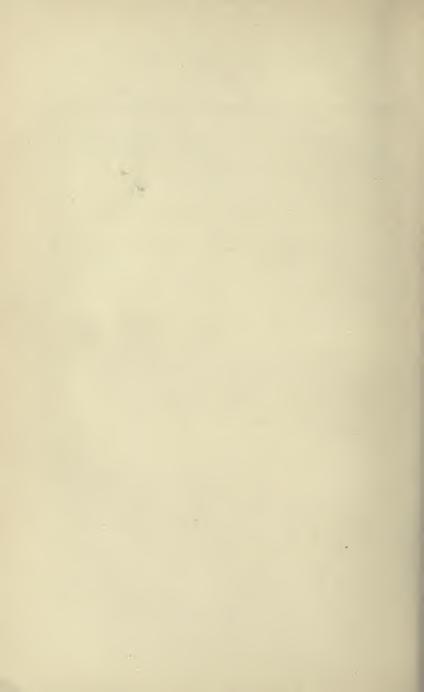
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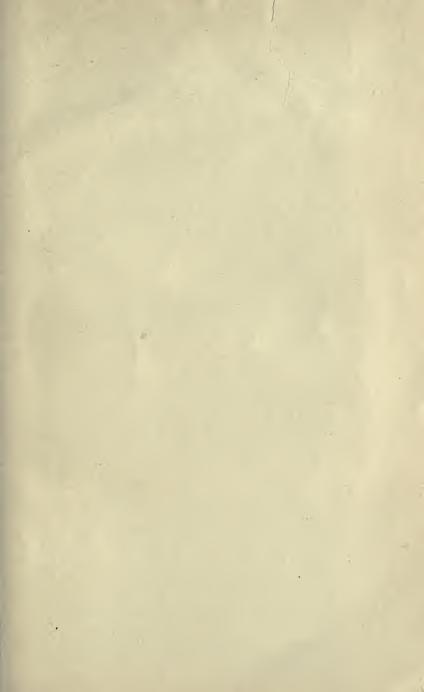
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